arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming United Rentals Supplier Show 2013 scheduled for January 6 - 7, 2013 being held at the Indiana Convention Center in Indianapolis, Indiana.

Please take time to carefully review the information and order forms that follow. We encourage you to **ORDER IN ADVANCE** those items and services you require. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING DRAYAGE CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 7% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with United Rentals Supplier Show 2013. If you find that you need additional information at any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures

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SHOW FACTS
United Rentals Supplier Show 2013

United Rentals Supplier Show
January 6 - 7, 2013
Indiana Convention Center
Indianapolis, Indiana

SHOW SCHEDULE

SET UP TIMES

Saturday	January 5	8:00 AM - 8:00 PM
Sunday	January 6	8:00 AM - 12:00 PM

SHOW HOURS

Sunday	January 6	2:00 PM - 9:00 PM
Monday	January 7	8:00 AM - 4 00 PM
		4:00 PM - 7:00 PM *exhibit hall closed*
		7:00 PM - 10:00 PM *Evening event in the exhibit hall*

MOVE OUT

Tuesday	January 8	7:00 AM - 5:00 PM

Hours are subject to change without notice.
There will be no dismantling of booths Monday evening .

BOOTH EQUIPMENT:

Each 10' x 10' booth will receive an 8' high back wall draped in black. The 3' high side rail drape will be black. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

AISLE CARPET:

Aisles will be carpeted in blue. The exhibit hall is not carpeted. If renting AEI carpet, please include the carpet order form found in this service manual.

If you are providing your own floor covering, it must be sent to the advanced warehouse by DECEMBER 21, 2012 and CLEARLY MARKED AS SUCH. Material handling charges will apply and AEI labor will lay this before your equipment will be moved into the facility. A labor form and a freight routing form must be submitted, as well.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS
(Shipments should arrive on or between December 1 - 21
9AM—4PM Monday—Friday ONLY
Facility closed December 24, 25, 31 and January 1)

To: **(Name of Exhibitor and booth number)**
For: **United Rentals Supplier Show 2013**
c/o: **Arata Expositions, Inc.**
c/o: Avram Worldwide
800 Commerce Parkway West Drive
Suite A
Greenwood, IN 46143

DIRECT SHOWSITE SHIPMENTS
(Shipments should arrive on January 3 - 5, 2013 ONLY
Please see Marshalling Yard Information Page regarding heavy equipment shipping information)

TO: (Name of exhibitor and booth number)
FOR: **United Rentals Supplier Show 2013**
C/O: **Arata Expositions, Inc.**
C/O: Indiana Convention Center
Halls B ,C, D, E
100 South Capitol Avenue
Indianapolis, IN 46225

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HELPFUL HINTS

United Rentals Supplier Show 2013

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. Please review the following hints that will help you maximize your time and money spent on this exhibition:

PRIOR TO THE SHOW

- Read the ENTIRE Exhibitor Service Manual.
- Complete all applicable order forms in their entirety. If you have multiple locations, please complete separate order forms for each location (booth, meeting room, etc.)
- A completed credit card authorization form is required with all orders even when paying by check, cash, or wire transfer. Please ensure that the credit card information is complete and correct, including the expiration date.
- Be sure you return the appropriate forms to the appropriate vendors by the order deadline dates. By submitting your order forms (with full payment) by the deadline dates, you can save money by taking advantage of advance discount pricing.
- Confirm your orders with each vendor. Arata Expositions will send out a confirmation email for our services once your order is processed.
- Confirm delivery and pick up dates and times with Arata and communicate them to your carrier. Refer to the special handling page to review the definition of special handling charges. You may want to share this information with your carrier.
- Bring the tracking numbers from all of your shipments as well as contact information for your carrier.
- Put together a trade show survival kit to include in your freight or carry with you, including: a small tool kit, stapler, staples, scissors, tape, pens & markers, and a first aid kit.

SHOWSITE

- A Customer Service Center will be set up in the exhibition hall for your convenience. If you have any questions or need any assistance during the course of the event, you can contact all of the Official Vendors at the Customer Service Center .
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.
- Work Zone: Customer acknowledges that the show site and surrounding areas are active work zones. Exhibitors, its agents, employees, and representatives are present at their own risk.
- If you have any questions or concerns about your final invoice, please be sure to contact the Arata Expositions, Inc. representative at the Customer Service Center before the close of the show. Absolutely no credits will be issued after the show closes.

OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the show site. It is the Customer's responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than the time indicated in the Shipping section of this service kit or your freight will be re-routed on the designated show carrier.

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HOW TO PLACE YOUR ORDER
United Rentals Supplier Show 2013

Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. **Orders without payment will not be processed. All companies must provide a credit card authorization form with orders.** Make checks payable to Arata Expositions, Inc. **Orders with payment received after the Deadline Date will be charged standard prices.**

FORMS TO ARATA EXPOSITIONS, INC.

- Complete the necessary Arata Expositions, Inc. forms and calculate the cost of each order.
- Review our PAYMENT POLICY AGREEMENT carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT IN FULL AND A CREDIT CARD AUTHORIZATION ON FILE.** A credit card authorization is required even when paying via cash, company check and/or wire transfer.
- Complete the CALCULATION WORKSHEET.
- For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this Manual.
- Place your order online, if available, mail, fax or email this set of documents to:

Arata Expositions, Inc.
4104 L.B. Mc Leod Road
Orlando, Florida 32811
Phone (407) 422-3636
Fax (407) 839-5929

FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, etc., please follow the payment and mailing instructions indicated on each of these forms located in the Exhibitor Service Manual.

ORDERS AFTER THE DEADLINE

If there is still time for forms to reach us by mail, air courier, fax or email, you are welcome to make additions after the deadline date. Note that these will be charged at the standard rate.

SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.

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PAYMENT POLICY AGREEMENT
United Rentals Supplier Show 2013

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Arata Expositions, Inc. requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. Please contact our office for wire transfer information. All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Exhibit Shipping Information & Drayage Rate Schedule is sent in; or
- Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or show site for which AEI is the Official General Contractor for the event: or
- When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

International firms paying by company check must pay in U.S. funds drawn on a U.S. bank. **All companies must provide a credit card authorization form with orders. Purchase orders are not considered payment.**

Your show site representative, agent, or display house must be made aware of this policy and **must** be able to settle the account in full as we will not bill a third party. Arata Expositions, Inc. reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the second day of the show.

There will be a fee of $50.00 for any returned check.

If the exhibitor is tax exempt, exhibitor must supply a certificate for the state in which the services are to be used.

It is the responsibility of the exhibitor to advise the Arata Expositions, Inc. Service Desk immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 3% service fee will be charged for the credit and a 3% service fee for the new charge.

Any unpaid balance after the close of the show, shall be due and payable upon receipt of invoice. Unpaid balances after 30 days of invoice date will be subject to a FINANCE CHARGE, at the lesser of the maximum rate allowed by law or 2% per month, which is an annual percentage rate of 24%.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL **NOT** BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CREDIT CARD OR CERTIFIED CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED AND CLEARED.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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CHARGE AUTHORIZATION

United Rentals Supplier Show 2013

All companies must provide a credit card authorization with order. Any remaining balance after completion of all show services will be charged to your authorized credit card.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

Booth Number(s) _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Ordered by _____ Date _____ Telephone _____

Fax _____ E-Mail _____

CREDIT CARD AUTHORIZATION

American Express ☐ **MasterCard** ☐ **Visa** ☐

Account #

Expiration Date | | | | |

Cardholder's Name (Print)_____

Cardholder's Signature _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

(This form must be signed and accompanied by your order)

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THIRD PARTY PAYMENT
United Rentals Supplier Show 2013

Booth Number(s) _____

Name of Organization _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

Please complete and return this form to charge the final balance for show services to a third party account. A third party credit card authorization must be received at least 30 days prior to show opening. **BOTH FIRMS MUST COMPLETE THIS FORM**. Any remaining balance after completion of all show services will be charged to the authorized credit card. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

We understand, and agree, that we, the exhibiting firm, are ultimately responsible for payment of charges, and in the event the named third party does not discharge payment prior to show closing, such charges will revert to our firm.

We have read, understand, and agree to all the above terms and have advised our show site representative accordingly.

Exhibitor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the third party:

- ☐ All Services
- ☐ Furniture, Carpet and Accessories
- ☐ Labor
- ☐ Other (Please Specify) _____
- ☐ Booth Cleaning
- ☐ Material Handling

Cardholders Signature

EXHIBITING COMPANY

Exhibiting Company

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the exhibiting company:

- ☐ All Services
- ☐ Furniture, Carpet and Accessories
- ☐ Labor
- ☐ Other (Please Specify) _____
- ☐ Booth Cleaning
- ☐ Material Handling

Cardholders Signature

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF DECEMBER 14, 2012.

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COST CALCULATION
United Rentals Supplier Show 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

COST CALCULATION WORKSHEET

1. Furniture ..... _____
2. Display Tables..... _____
3. Plush Carpet/Standard Carpet ..... _____
4. Custom Furniture ..... _____
5. Rental Units/Display Cases..... _____
6. Economy Package..... _____
7. Cleaning ..... _____
8. Signs ..... _____
9. Floral ..... _____
10. Forklift Installation..... _____
11. Forklift Dismantle..... _____
12. Labor Installation ..... _____
13. Labor Dismantling..... _____
14. Add 7% Tax..... _____
15. **TOTAL LINES 1- 14**..... _____
16. Drayage Estimate..... _____
17. **BALANCE DUE***..... _____

***Your order will not be processed without a credit card on file.**

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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SAFETY
United Rentals Supplier Show 2013

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

Arata Expositions, Inc. is committed to safety and values it throughout our organization and demonstrates it in the work we perform. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an Arata Expositions employee. By reporting unsafe or hazardous conditions and by following the safety guidelines below you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES:

- Only authorized personnel and employees allowed, all others prohibited.
- This is an active work zone. Please treat the show areas during move-in and move-out as an active construction zone. Appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Never run in the exhibit hall. Please walk. Watch your step in aisles.
- Smoking is prohibited in the exhibit hall and dock areas.
- Stay clear of dock doors.
- Stay clear of heavy machinery.
- Never stand on furniture. The furniture is not designed to support your standing weight.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage. Do not overload outlets or plugs.
- Protect valuables at show site. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Keep fire exits clear and report any fires immediately.

If you notice anything unsafe please contact an Arata employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

THINK SAFETY ! ! !

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STANDARD SIGN REQUEST FORM
United Rentals Supplier Show 2013

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STANDARD BOOTH EQUIPMENT

Standard Booth Equipment with 8' high draped background and 3' high side rail, as shown in illustration, will be provided without charge. Equipment consists of aluminum frames supported by case metal bases plus drapery.

STANDARD BOOTH EQUIPMENT/SIGN
DOES NOT APPLY TO ISLANDS

A standard Company I.D. sign measuring 7" x 44" will be supplied if desired. Please print copy as you wish it to read in space provided below.

44”

7”

COMPANY NAME _____ BOOTH No. _____

We ☐ will/ ☐ will not require Company I.D. sign.

NOTE: This form must be completed and returned before December 14, 2012.
Any forms received after this date will result in a $5.00 charge for each I.D. sign ordered.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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ECONOMY PACKAGES

United Rentals Supplier Show 2013

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Bundle your options to cover all the basics at a discounted rate.

EXHIBITOR ECONOMY PACKAGE OPTION 1 — 10 x 10 BOOTHS ONLY

1 - 6' x 24" x 30" high draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Padded side chairs

1 - Wastebasket

Cost: $242.20

NO SUBSTITUTIONS.
If item colors are not selected in advance, AEI will do so at no risk.

Option 1 Total	
7% Tax	
Total	

EXHIBITOR ECONOMY PACKAGE OPTION 2 — 10 x 10 BOOTHS ONLY

1 - 6' x 24" x 42" high draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Counter Stools

1 - Wastebasket

Cost: $276.40

NO SUBSTITUTIONS.
If item colors are not selected in advance, AEI will do so at no risk.

Option 2 Total	
7% Tax	
Total	

This form must be completed and returned by **DECEMBER 14, 2012** in order to receive the EXHIBITOR ECONOMY PACKAGES. After the deadline, all furnishings will be available at the published show rates.

THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE AT SHOW SITE.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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ECONOMY PACKAGES

United Rentals Supplier Show 2013

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Bundle your options to cover all the basics at a discounted rate.

EXHIBITOR ECONOMY PACKAGE OPTION 3 — 10 x 10 BOOTHS ONLY

1 - 6' x 24" x 30" high draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Padded side chairs

1 - Wastebasket

1 - 10' x 10' standard carpet

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

Cost: $381.60

NO SUBSTITUTIONS.
If item colors are not selected in advance, AEI will do so at no risk.

Option 1 Total	
7% Tax	
Total	

EXHIBITOR ECONOMY PACKAGE OPTION 4 — 10 x 10 BOOTHS ONLY

1 - 6' x 24" x 42" high draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Counter Stools

1 - Wastebasket

1 - 10' x 10' standard carpet

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

Cost: $415.80

NO SUBSTITUTIONS.
If item colors are not selected in advance, AEI will do so at no risk.

Option 2 Total	
7% Tax	
Total	

This form must be completed and returned by **DECEMBER 14, 2012** in order to receive the EXHIBITOR ECONOMY PACKAGES. After the deadline, all furnishings will be available at the published show rates.

THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE AT SHOW SITE.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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ECONOMY PACKAGES
United Rentals Supplier Show 2013

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Bundle your options to cover all the basics

EXHIBITOR ECONOMY FOOTBALL PACKAGE

BSS Barstools _____ @ $218.00 each = $_____

VTJ Bar Table ————————--@ $213.00 each = $_____

Total	
7% Tax	
Total	

This form must be completed and returned by **DECEMBER 14, 2012,** along with the credit card authorization form, in order to receive the FOOTBALL ECONOMY PACKAGES. After the deadline, all furnishings will be available at the published show rates. **THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE AT SHOW SITE.**

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

arata expositions, inc.

excellence in expositions

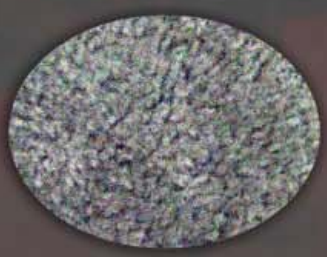
STANDARD BOOTH CARPET

Give your booth the classic look you need with one of our inviting color selections of attractive, high-quality carpet

burgundy

red

black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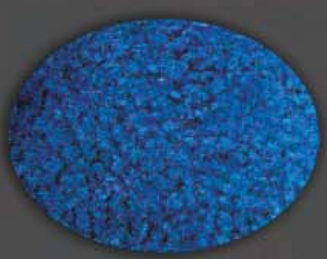
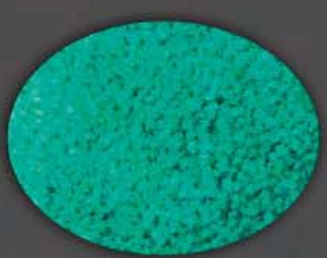
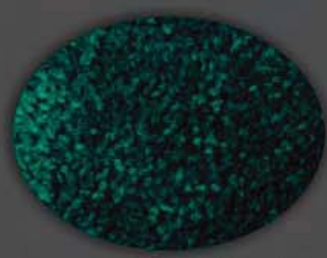

blue

purple


teal


hunter green

washington d.c.
15928 tournament drive
gaithersburg, md 20877
p|301.921.0800
f |301.990.1717

orlando, fl
4104 l.b. mcleod road
orlando, fl 32811
p|407.422.3636
f |407.839.5929

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STANDARD CARPET
United Rentals Supplier Show 2013

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. If your rental carpet is damaged, you will be charged the full replacement cost which is equal to the rental charge.

STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
☐	10' x 10' Carpet	$ 174.25	$226.53	$
☐	10' x 20' Carpet	$ 348.50	$453.05	$
☐	10' x 30' Carpet	$ 522.75	$679.58	$
☐	10' x 40' Carpet	$ 697.00	$906.10	$

Standard carpet is supplied **only** for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.

STANDARD SPECIAL CUT BOOTH CARPET

Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.

BOOTH SIZE _____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
____	x $4.50 per sq. ft (Booth space under 900 sq. ft.)	$5.85 per sq. ft	= $_____
____	x $4.25 per sq. ft (Booth space over 900 sq. ft.)	$5.52 per sq. ft	= $_____

STANDARD CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

If item colors are not selected in advance, AEI will do so at no risk.

CARPET PADDING

		Discount Price	Standard Price		Extended Price
Single Padding	_____ x _____ = _____ sq. ft. x	$1.65 per sq. ft	$2.15 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft. x	$3.30 per sq. ft	$4.29 per sq. ft	=	$ _____

VISQUEEN

	Discount Price	Standard Price		Extended Price
_____ x _____ = _____ sq. ft. x	$ .95 per sq. ft	$1.24 per sq. ft	=	$ _____

Discount Deadline: DECEMBER 14, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total	
7% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

arata expositions, inc.

excellence in expositions

CUSTOM PLUSH CARPET

Create a unique and inviting booth environment with any of our enticing color selections available in plush booth carpet

washington d.c.
15928 tournament drive
gaithersburg, md 20877
p|301.921.0800
f |301.990.1717

orlando, fl
4104 l.b. mcleod road
orlando, fl 32811
p|407.422.3636
f |407.839.5929

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

DISPLAY TABLES

United Rentals Supplier Show 2013

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DRAPED DISPLAY TABLES 30" HIGH

Qty.	Description	Discount Price	Standard Price	Extended Price
	2' x 4' x 30"	$119.50	$155.35	$
	2' x 6' x 30"	$144.25	$187.53	$
	2' x 8' x 30"	$166.75	$216.78	$
	4th Side Drapes for 30" Tables	$50.00	$65.00	$

DRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	$144.25	$187.53	$
	2' x 6' x 42"	$155.00	$201.50	$
	2' x 8' x 42"	$185.25	$240.83	$
	4th Side Drapes for 42" Tables	$53.75	$69.88	$

(CHECK COLOR BELOW)

☐ Black ☐ Blue ☐ Burgundy ☐ Silver
☐ White ☐ Red ☐ Teal ☐ Gold

If item colors are not selected in advance, AEI will do so at no risk.

UNDRAPED DISPLAY TABLES 30" HIGH

	2' x 4' x 30"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	$66.00	$85.80	$
	2' x 6' x 30"		$74.25	$96.53	$
	2' x 8' x 30"		$85.50	$111.15	$

UNDRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	$75.25	$97.83	$
	2' x 6' x 42"		$86.50	$112.45	$
	2' x 8' x 42"		$98.00	$127.40	$

DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	$66.50	$86.45	$
	6 ft. Riser (white vinyl)	$76.75	$99.78	$

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Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Display Tables Total	
7% Tax	
Total	

Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

PLUSH CARPET
United Rentals Supplier Show 2013

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PLUSH CARPET

This plush, heavy cut nylon pile carpet has built-in Scotchguard. Rental includes installation, all necessary taping, plastic covering for protection, and removal at the close of the show.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft		Discount Price	Standard Price		Extended Price
_____	x	$6.30 per sq. ft	$8.19 per sq. ft	=	$_____

PLUSH CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Navy ☐ Red ☐ New Blue ☐ Beige ☐ Emerald ☐ Silver Cloud ☐ Burgundy ☐ Ice **

If item colors are not selected in advance, AEI will do so at no risk. ****Purchase only @ $7.50 per sq. ft discount or $9.75 standard price.**

CARPET PADDING

				Discount Price		Standard Price		Extended Price
Single Padding	_____ x _____ = _____ sq. ft.	x	$1.65 per sq. ft		$2.15 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft.	x	$3.30 per sq. ft		$4.29 per sq. ft	=	$ _____

Discount Deadline: DECEMBER 14, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Plush Booth Carpet Total	
7% Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

arata expositions, inc.
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FURNITURE

United Rentals Supplier Show 2013

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Qty.	Description	Discount Price	Standard Price	Extended Price
CHAIRS				
	Arm Chair	$75.50	$98.15	$
	Side Chair	$68.50	$89.05	$
	Counter Stool	$84.50	$109.85	$
ACCESSORIES				
	Wastebasket	$21.50	$27.95	$
	Literature Rack	$131.25	$170.63	$
	Bag Holder	$80.75	$104.98	$
	Easel (Tripod)	$51.75	$67.28	$
	Chrome Sign Holder (22" x 28")	$97.00	$126.10	$
	Fishbowl	$35.00	$45.50	$
	Posterboard, 4' x 8', Vertical	$142.50	$185.25	$
	Posterboard, 4' x 8', Horizontal	$142.50	$185.25	$
	Tensa Barriers	$40.00	$52.00	$
	Credenza (18"d x 36"w x 42"h) white ☐ grey ☐ black ☐	$280.00	$420.00	$
	Pedestal (18"d x 18"w x 42"h) white ☐ grey ☐ black ☐	$245.00	$367.50	$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) ($55 min)	$15.00	$19.50	$
	3' High (per lin. foot) ($55 min)	$11.00	$14.30	$
	Special Skirting (per lin. foot)	$6.50	$8.45	$
	8' High End Cap / Close Off	$55.00	$71.50	$

(CHECK COLOR BELOW)

☐ Blue ☐ Teal ☐ Burgundy ☐ Black
☐ Red ☐ Silver ☐ Purple ☐ White

If item colors are not selected in advance, AEI will do so at no risk.

Furniture Total	
7% Tax	
Total	

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Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax

arata expositions, inc.

excellence in expositions

STANDARD BOOTH FURNISHINGS

Choose from a full line of attractive, versatile booth furnishings to create just the right atmosphere for meeting with your prospects

SHOWN:

- Deluxe Arm Chair
- Deluxe Counter Stool
- Draped Table (42”h x 2’ x 8’)
- Draped Table (30”h x 2’ x 4’)
- Chrome Tripod Easel
- Wastebasket

washington d.c.
15928 tournament drive
gaithersburg, md 20877
p|301.921.0800
f |301.990.1717

orlando, fl
4104 l.b. mcleod road
orlando, fl 32811
p|407.422.3636
f |407.839.5929

custom furniture

arata expositions, inc.

PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

NEW

CHR003

SFA003

MIRABEL

NEW

SFA001

CHR001

ALLEGRO

NEW

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

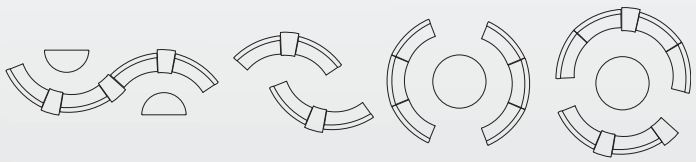
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



MARRAKESH

SON

CHN

LISBON

CHC

LSC

SOC

ASTRO

CHQ

SOQ

MEMPHIS

MPS

MPC

NEWPORT

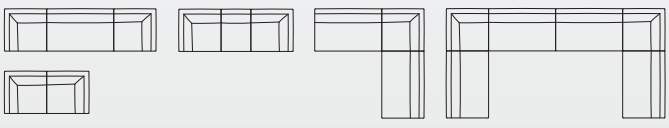
COD

LSD

SED

CHD

Suggested Uses of Newport



SOFAS & SECTIONALS

SFA003

SFA001

SFA002

SO1

SOC

SOQ

SON

SOM

MPS

SO2

SED

4

LOVESEATS

LSD

LSM

LSC

Sofas & Sectionals

SFA003 Roma
White Vinyl
78"L 31"D 33"H

SFA001 Mirabel
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 29.5"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Light Beige
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
83"L 36"D 29"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa
(Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

CLUB CHAIRS

CHR003

CHR001

CHR002

CHD

COD

CHC

MPC

CHQ

CHN

OCCASIONAL CHAIRS

SCD

SCC

SCE

CH001

CCE

OCA

OCH

BCW

OCU

OCB

OCL

OCY

OCC

OCZ

OCR

5

Club Chairs

CHR003 Roma
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel
Brown Leather
36"L 35"D 32"H

CHR002 Allegro
Blue Fabric
36"L 34.5"D 29.5"H

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

CHQ Astro Chair
Light Beige
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

CH001 Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chair
24"L 26"D 36"H
OCY Onyx
OCC Camel
OCZ Beige
OCR Red

OTTOMANS

VIB01

VIB02

VIB03

VIB04

VIB05

VIB06

VIB07

PUZ2SW

OTS

OTQ

OTN

OTP

OTM

OSA

OSB

OTK

OTL

CCZ

CCB

CCW

OTH

OSC

Ottomans

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Champagne Vinyl

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black Leather
52"L 32"D 19"H

OSB Oval Ottoman
White Leather
52"L 32"D 19"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

OTH Cube
Black Leather
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OCCASIONAL COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

OCCASIONAL END TABLES

EOLI

E1E

E1D

E1K

E1F

E1C

E1W

E1Y

7

Occasional Cocktail Tables

COLI Oliver Cocktail Table
47"L 27"D 19"H

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Table
White
48"L 26"D 18"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

CONFERENCE TABLES

OCT6W

CG1

CE1

CF1

CF2

CE2

6'–CB2

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CB1

CD1

CC5

SAMPLE CONFERENCE SETS

Conference Tables

OCT6W Nova Oval Table
6' White, Silver Powder Coated Legs
71"L 35.5"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CB1 Table
Graphite Nebula
42"Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

CONFERENCE CHAIRS

SC9

SC8

SC1

SC4

SC6

SC2

SC3

SC5

CO4

XC3

XC6

CS8

CS9

EXECUTIVE CHAIRS

XC2

XC1

XC5

XC4

OTO

Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back, Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair With Arms, Onyx, Black
26"L 25"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

Executive Chairs

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H Adjustable

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

VTM

30MHSB

VTF

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTM

30MHTB

WTF

WTB

WTC

10

TABLE TOP OPTIONS

MAHOGANY

MAPLE

GREY NEBULA

GRAPHITE NEBULA

Bar Tables

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTF Metallic Silver Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTM Grey Nebula Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTF Metallic Silver Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTM Grey Nebula Top

CAFE TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTM

30MHSC

ZTF

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTM

30MHTC

XTF

XTB

XTC

BRUSHED
RED

BRUSHED
BLUE

METALLIC
SILVER

SAMPLE BAR TABLE SETS

BSD, WTF

BSS, WTB

BSL, VTK

BSN, VTJ

Cafe Tables

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTF Metallic Silver Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTM Grey Nebula Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTF Metallic Silver Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTM Grey Nebula Top

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Bar Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Bar Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Bar Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

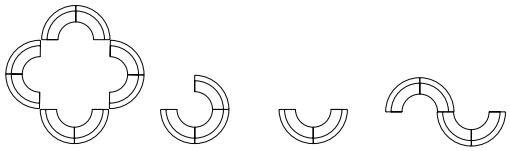
VTJ Bar Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

BARS

BRC

BR1

Suggested Uses of Martini Bar



BAR STOOLS

BS001

BS002

BS3

BS1

BS2

BST

BSS

BCE

BSD

BSC

BSL

BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Bar Stools

BS001 Shark Swivel
Barstool
White Plastic w/ Arms,
Chrome Base
22"L 19"D 34"–44"H

BS002 Zoey Swivel Barstool
White Vinyl, Chrome Base
15"L 17"D 31"–35"H

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 37.75"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

TRAINING ROOM

CP5

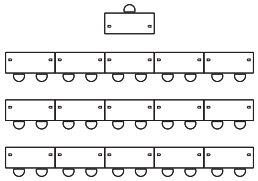
PO3

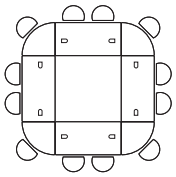
PO1

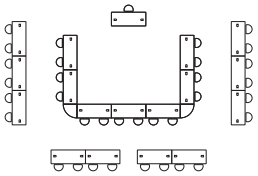
WD2

CP3, CP4

Suggested Uses of Training Table and Connecting Wedge







UTILITY CHAIRS

SY1

DF1

13

Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

PO3 Kiosk
Black, Maple
24"L 21"D 42"H

PO1 Lecturn Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 1"H

Utility Chairs

SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

LAMPS

BOOKCASES & PRODUCT DISPLAYS

BC6

BC7

PDL

ET2

ET1

Lamps

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

TRW Trovato LED Floor Lamp
White
7"L 7"D 72"H

TRH Trovato Table Lamp
White
7"L 7"D 26"H

Bookcases & Product Displays

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

Desks & Credenzas

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

Fridges

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

NEW

FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back

ROMA

Modern white vinyl club chair available with a coordinating sofa

SHARK

Sleek white swivel barstool with adjustable chrome base

MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.

ALLEGRO
10' x 10' Booth

KEY WEST
10' x 10' Booth

MEMPHIS
10' x 10' Booth

ROMA
10' x 10' Booth

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UNITED RENTALS SUPPLIER SHOW 2013

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
SOFAS/SECTIONALS/ LOVESEATS AND CLUB CHAIRS			
SO1		South Beach Sofa/Platinum Suede	570.00
SO2		South Beach 3 Piece Sectional/Plat. Suede	1242.00
SOC		Lisbon Sofa/Black Leather	661.00
LSC		Lisbon Loveseat/Black Leather	596.00
CHC		Lisbon Chair/Black Leather	437.00
MPS		Memphis Sofa/Black/Mini Size	472.00
MPC		Memphis Chair/Black/Mini Size	336.00
SOM		Key West Sofa/Black	502.00
LS M		Key West Loveseat/Black	446.00
CHD		Newport Armless Chair/Charcoal Leather	316.00
LSD		Newport Loveseat/Charcoal Leather	574.00
COD		Newport Corner/Charcoal Leather	394.00
SED		Newport 3 Piece Sectional/Charcoal Leather	1284.00
SOQ		Astro Sofa/Light Beige	615.00
CHQ		Astro Chair/Light Beige	406.00
SON		Marrakesh Sofa/Light Beige	538.00
CHN		Marrakesh Chair/Light Beige	382.00
SFA003		Roma Sofa/White Vinyl	725.00
CHR003		Roma Chair/White Vinyl	473.00
SFA001		Mirabel Sofa/Brown Leather	725.00
CHR001		Mirabel Chair/Brown Leather	473.00
SFA002		Allegro Sofa/Blue Fabric	598.00
CHR002		Allegro Chair/Blue Fabric	397.00
OCCASIONAL CHAIRS			
OCA		T-Vac/Translucent/Chrome	254.00
OCH		Madrid Chair/Black Leather	688.00
OCB		Key West Tub Chair/Black	366.00
OCU		Globus Chair/White Vinyl	351.00
CCE		Ice Chair/Transparent	188.00
OCL		Cappuccino Chair/Chocolate	312.00
OCY		Onyx Stage Chair	171.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
OCCASIONAL CHAIRS (CONTINUED)			
OCC		Camel Stage Chair	171.00
OCZ		Beige Stage Chair	171.00
OCR		Red Stage Chair	171.00
SCD		Fusion Chair/Green/White	125.00
SCC		Fusion Chair/Clear/White	125.00
SCE		Fusion Chair/Red/White	125.00
CH001		Casper Chair/Clear Acrylic	164.00
BCW		Madrid Chair/White Leather	688.00
OTTOMANS			
OTS		South Beach Wedge Ottoman/Plat. Suede	221.00
OTQ		Square Ottoman/White Leather	304.00
OTN		Bench Ottoman/White Leather	340.00
OTP		Square Ottoman/Black Leather	304.00
OTM		Bench Ottoman/Black Leather	340.00
OSC		Cube Ottoman/White Leather	104.00
VIIB01		Vibe Cube Ottoman/Green Vinyl	120.00
VIIB02		Vibe Cube Ottoman/Blue Vinyl	120.00
VIIB03		Vibe Cube Ottoman/Pink Vinyl	120.00
VIIB04		Vibe Cube Ottoman/Red Vinyl	120.00
VIIB05		Vibe Cube Ottoman/Yellow Vinyl	120.00
VIIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	120.00
VIIB07		Vibe Cube Ottoman/Champagne Vinyl	120.00
PUZZ2SW		Puzzle Bench Ottoman/White	284.00
OSA		Oval Ottoman//Black	273.00
OSB		Oval Ottoman/White Leather	273.00
OTH		Cube Ottoman/Black Leather	104.00
OTK		Half Round Ottoman/Black Leather	355.00
OTL		Half Round Ottoman/White Leather	355.00
CCZ		Circle Ottoman/Black/White Leather	552.00
CCB		Circle Ottoman/Black Leather	552.00
CCW		Circle Ottoman/White Leather	552.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
COCKTAIL AND END TABLES			
C1E		Silverado Cocktail Table	241.00
C1D		Soho Cocktail Table/Chocolate Top	343.00
C1K		Inspiration Cocktail Table	276.00
C1F		Geo Rectangle Cocktail Table/Black	220.00
C1C		Geo Rectangle Cocktail Table/Chrome	227.00
COLI		Oliver Cocktail Table	220.00
C1W		Sydney Cocktail Table/White	259.00
C1Y		Sydney Cocktail Table/Black	259.00
E1E		Silverado End Table	227.00
E1D		Soho End Table/Chocolate Top	310.00
E1K		Inspiration End Table	263.00
E1F		Geo End Table/Black	206.00
E1C		Geo End Table/Chrome	213.00
EOLI		Oliver End Table	201.00
E1W		Sydney End Table/White	233.00
E1Y		Sydney End Table/Black	233.00
CONFERENCE TABLES			
CE2		Geo Rectangle Conference Table/Chrome	368.00
CF2		Geo Rectangle Conference Table/Black	355.00
CE1		Geo Square Rounded Conference Table	254.00
CF1		Geo Square Rounded Conference Table/Black	242.00
CG1		Manhatten Conference Table/Black	262.00
CB2		Conference Table/6' Graphite Nebula	397.00
CB3		Conference Table/8' Graphite Nebula	481.00
CD2		Conference Table/6' Grey Nebula	397.00
CD3		Conference Table/8' Grey Nebula	481.00
CC5		Conference Table/42" Round Mahogany	325.00
CC6		Conference Table/6' Rectangle/Mahogany	368.00
CC7		Conference Table/8' Rectangle/Mahogany	454.00
CC8		Conference Table/10' Rectangle/Mahogany.	721.00
CB1		Conference Table/42" Round/Graphite	325.00
CD1		Conference Table/42" Round/Grey Nebula	325.00
OCT6W		Nova Oval Table/6' White	485.00
CT06GR		6' Granite Conference Table	286.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
CONFERENCE TABLES (CONTINUED)			
C508GR		8' Granite Conference Table	348.00
CT10GR		10' Granite Conference Table	523.00
CAFÉ TABLES			
ZTK		Café Table/Maple	185.00
30MHSC		Café Table/Mahogany/30" Round	255.00
ZTP		Café Table/36" Top/Maple	205.00
ZTJ		Café Table//Graphite Nebula	185.00
ZTN		Café Table/36" Top/Graphite Nebula	205.00
ZTM		Café Table/36" Top/Grey Nebula	205.00
ZTF		Café Table/Metallic Silver	209.00
ZTB		Café Table/Brushed Red	205.00
ZTC		Café Table/Brushed Blue	185.00
XTK		Café Table/Maple/Tulip Base	254.00
XTP		Café Table/36" Top/Maple/Tulip Base	276.00
XTJ		Café Table/Graphite Nebula/Tulip Base	254.00
XTN		Café Table/36" Top/Graphite Nebula/Tulip Base	276.00
XTM		Café Table/36" Top/Grey Nebula/Tulip Base	276.00
XTF		Café Table/Metallic Silver/Tulip Base	280.00
XTB		Café Table/Brushed Red/Tulip Base	254.00
30MHTC		Café Table/Mahogany/Tulip Base	276.00
XTC		Café Table/Brushed Blue/Tulip Base	254.00
CONFERENCE/EXECUTIVE AND UTILITY CHAIRS			
OTO		Perth Chair/High Back/Black	401.00
SC9		Panton Side Chair/White	171.00
SC8		Flex Chair with Wheels	146.00
SC1		New York Chair/Onyx/Maple Back	162.00
SC4		Jetson Chair/Black	162.00
SC6		Manhattan Chair/Oyster	198.00
SC2		Brewer Chair/Grey & Chrome	153.00
SC3		Brewer Chair/Onyx/Black	153.00
SC5		Tilt Executive Chair/Arms/Onyx/Black	288.00
CO4		Iso Mesh Chair/Black	270.00
XC3		Luxor Guest Chair/Black Leather	319.00
XC2		Luxor Executive Chair/Black Leather	346.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
CONFERENCE/EXECUTIVE AND UTILITY CHAIRS (CONTINUED)			
XC1		Luxor Executive/High Back/Black Leather	368.00
XC6		Altura Guest Chair//Black Crepe	284.00
XC5		Altura Executive Chair/Mid Back/Black Crepe	312.00
XC4		Altura/Executive Chair/High Back/Black	340.00
CS8		Berlin Chair/Black/White	99.00
CS9		Berlin Chair/Red/White	99.00
SY1		Altura Task Chair/Black Crepe	177.00
DF1		Altura Drafting Stool/Black Crepe	263.00
BAR TABLES			
V TK		Maple Bar Table/Standard Base	213.00
V TP		Maple Bar Table/36” Top/Standard Base	221.00
V TJ		Graphite Nebula Bar Table	213.00
V TN		Graphite Nebula Bar Table/36” Top	221.00
V TM		Grey Nebula Bar Table/36' Top	221.00
V TF		Metallic Silver Bar Table/Standard Base	242.00
V TB		Brushed Red Bar Table/Standard Base	213.00
V TC		Brushed Blue Bar Table/Standard Base	213.00
WTK		Maple Bar Table/Tulip Base	270.00
WTP		Maple Bar Table/36” Top/Tulip Base	297.00
W TJ		Graphite Nebula Bar Table/Tulip Base	270.00
WTN		Graphite Nebula Bar Table/36” Top/Tulip Base	297.00
WTM		Grey Nebula Bar Table/36” Top/Tulip Base	297.00
WTF		Metallic Silver Bar Table/Tulip Base	297.00
WTB		Brushed Red Bar Table/Tulip Base	270.00
WTC		Brushed Blue Bar Table/Tulip Base	270.00
30MHTB		Mahogany Bar Table/Tulip Base	297.00
30MHSB		Mahogany Bar Table/Black Base	266.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
BARS AND BARSTOOLS			
BRC		Circle Martini Bar	3550.00
BR1		Martini Bar	1233.00
BS3		Ohio Barstool/Grey/Chrome	162.00
BS1		Ohio Barstool/Red/Chrome	162.00
BS2		Ohio Barstool/Black	162.00
BST		Banana Barstool/White	218.00
BSS		Banana Barstool/Black	218.00
BSD		Oslo Barstool/Blue	227.00
BSC		Oslo Barstool/White	227.00
BSL		Gin Barstool/Maple	172.00
BSN		Jetson Barstool/Black	245.00
BCE		Ice Barstool/Transparent/Chrome	201.00
BS001		Shark Swivel Barstool/White Plastic	284.00
BS002		Zoey Swivel Barstool/White Vinyl	258.00
OCCASIONAL COCKTAIL TABLES & END TABLES			
C1 E		Cocktail Table/Silverado	241.00
C1 D		Cocktail Table/SoHo/Chocolate Top	343.00
C1 K		Cocktail Table/Inspiration	276.00
C1 F		Cocktail Table/Black Geo/Rectangle	220.00
C1 C		Cocktail Table/Chrome Geo/Rectangle	227.00
COLI		Oliver Cocktail Table	220.00
C1W		Cocktail Table/Sydney/White	259.00
C1Y		Cocktail Table/Sydney/Black	259.00
E1E		Silverado End Table	227.00
E1D		Soho End Table/Chocolate Top	310.00
E1K		Inspiration End Table	263.00
E1F		Geo End Table/Black	206.00
E1C		Geo End Table/Glass	213.00
E1W		Sydney End Table/White	233.00
E1Y		Sydney End Table/Black	233.00
EOLI		Oliver End Table	201.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
TRAINING ROOM			
CP5		Computer Table/Graphite Nebula	356.00
PO3		Kiosk/Black/Maple	425.00
PO1		Podium/Lecturn/Cherry	270.00
CP3		Training Table/Grey/Privacy Panel	295.00
CP4		TT Connector Wedge	135.00
WD2		Writing Desk/Graphite	312.00
DESKS/CREDENZAS AND FILES			
JD6		Executive Desk/Mahogany	496.00
JD7		Executive Desk/Graphite	475.00
CR6		Credenza/Mahogany	496.00
CR7		Credenza/Graphite	467.00
L26		Lateral File/Mahogany	376.00
L27		Lateral File/Graphite	356.00
VF4		Vertical File/4 Drawer	233.00
VF2		Vertical File/2 Drawer	171.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
BOOKCASES AND PRODUCT DISPLAYS			
PMB36		Plastic Pedestal/Black	353.00
PMB42		Plastic Pedestal/Black	416.00
BC6		Bookcase/Mahogany	304.00
BC7		Bookcase/Graphite	297.00
PDL		Locking Door Pedestal/Black	405.00
ET2		Etagere/Black	304.00
ET1		Etagere/Pewter	304.00
LAMPS AND FRIDGES			
LA15		Mason Floor Lamp/Brushed Silver	195.00
LA14		Mason Table Lamp/Brushed Silver	132.00
TRW		Trovato LED Floor Lamp/White	132.00
TRH		Trovato Table Lamp/White	195.00
R1R		Refrigerator/White/20" x 30" x 65"/14.0 cubic	744.00
R1Q		Refrigerator/White/20" x 22" x 33"/4.0 cubic	248.00

Add 30% to orders not received by the discount deadline date.
Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability.
A delivery fee of $50.00 will be added to each order.

Discount Deadline: December 14, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use. All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibiting company is responsible for these items and for their condition at close of show.

Custom Furniture Total	
Add 30% after 12/14/12	
7% Tax	
Delivery Fee	50.00
Total	

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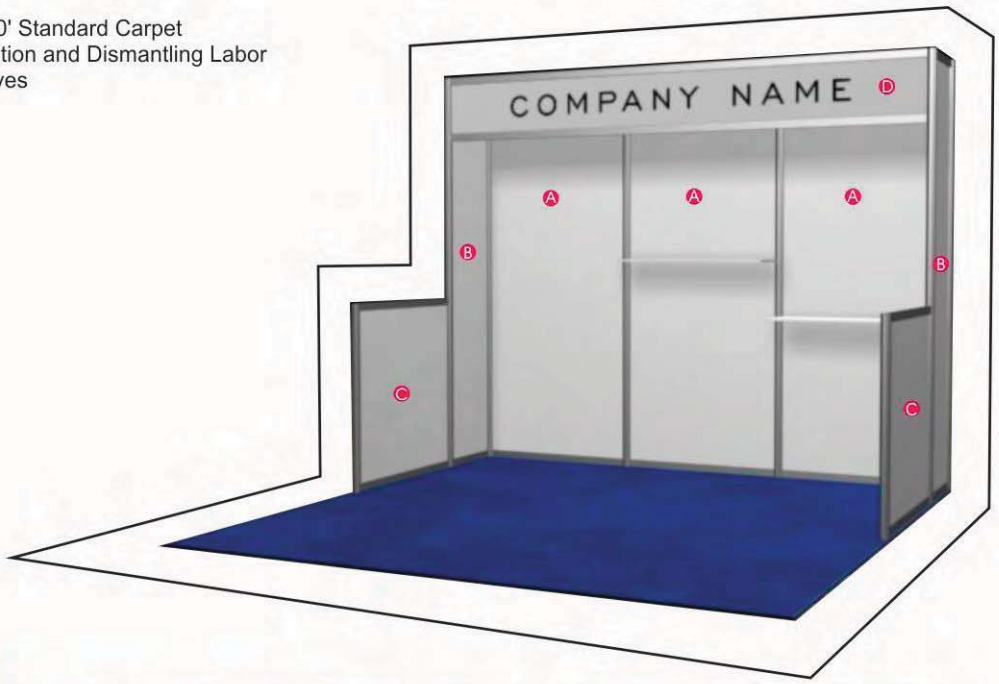
RENTAL BOOTHS
United Rentals Supplier Show 2013

A
P A C K A G E

$ 2,240.00

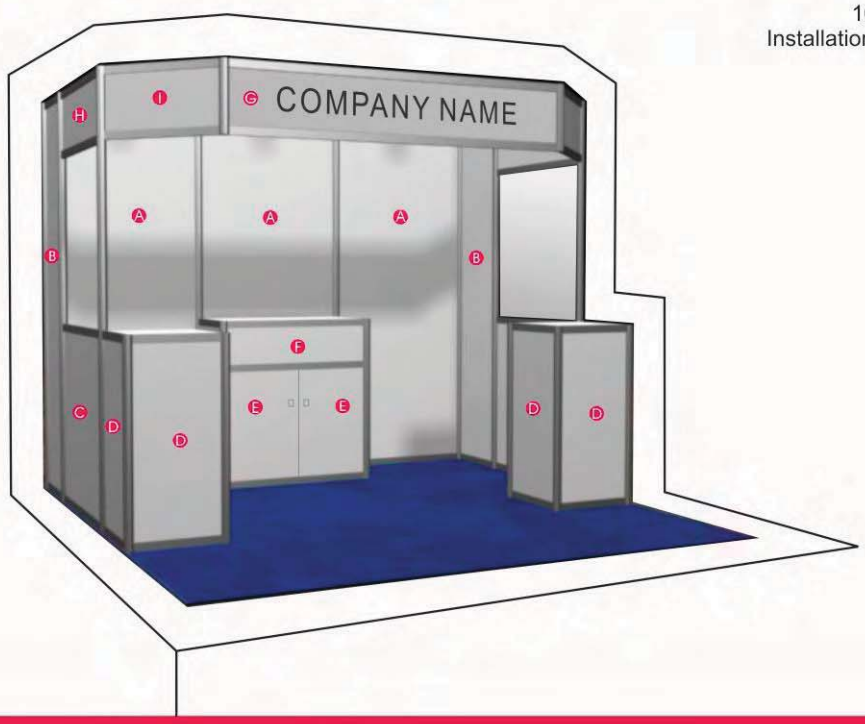
10' x 10' Standard Carpet
Installation and Dismantling Labor
2 Shelves



Actual Panel Sizes:
- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"

Header:
- Ⓓ 1 - 116.875" x 11.875"

Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.



10' x 10' Standard Carpet
Installation and Dismantling Labor
1 Credenzas
2 Pedestals

B
P A C K A G E

$ 2,860.00

Actual Panel Sizes:
- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 10 - 18.5" x 38.875"
- Ⓔ 2 - 20" x 27.5"(doors)
- Ⓕ 1 - 38.125" x 9.25"

Header:
- Ⓖ 1 - 77.625" x 11.875"
- Ⓗ 2 - 38.125" x 11.875"
- Ⓘ 2 - 26.625" x 11.875"

Discount Deadline: December 7, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 7% Tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
ORDER EARLY

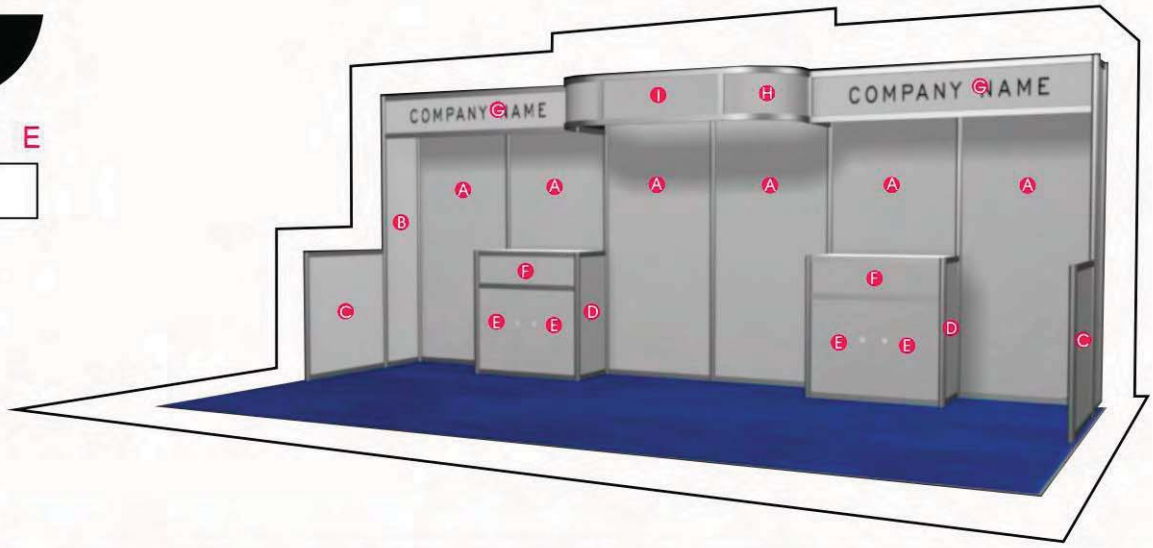
arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

RENTAL BOOTHS
United Rentals Supplier Show 2013

C
PACKAGE

$ 5,330.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
2 Credenzas



Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 4 - 18.5" x 38.875"
- Ⓔ 4 - 20" x 27.5"
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓖ 2 - 77.625" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"
- Ⓘ 1 - 38.125" x 11.875"

Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.

D
PACKAGE

$ 6,100.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
2 Credenzas

Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 2 - 29.75" x 38.875"
- Ⓔ 4 - 20" x 27.5"(doors)
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓖ 3 - 38.125" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"

Discount Deadline: December 7, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 7% Tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
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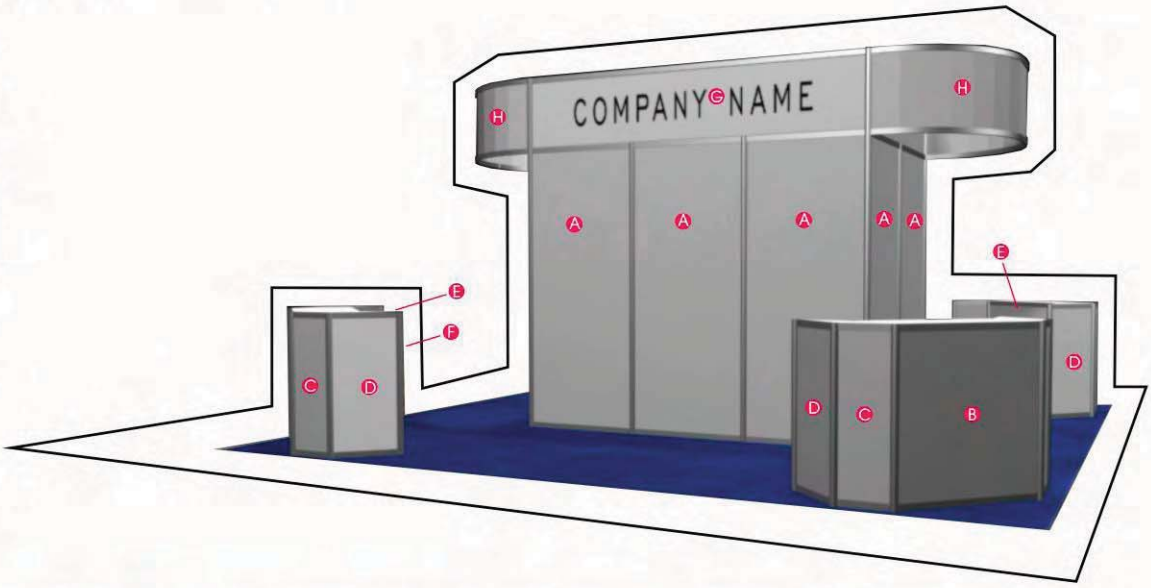
RENTAL BOOTHS
United Rentals Supplier Show 2013

E

PACKAGE

$ 9,350.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
4 Counters



Actual Panel Sizes:
- Ⓐ 9 - 38.125" x 92.875"
- Ⓑ 4 - 38.125" x 38.875"
- Ⓒ 8 - 12.625" x 38.875"
- Ⓓ 8 - 18.5" x 38.875"
- Ⓔ 4 - 38.125" x 19.25"
- Ⓕ 8 - 20" x 27.5" (doors)

Header:
- Ⓖ 2 - 116.875" x 20.875"
- Ⓗ 2 - 86.25" x 20.875"

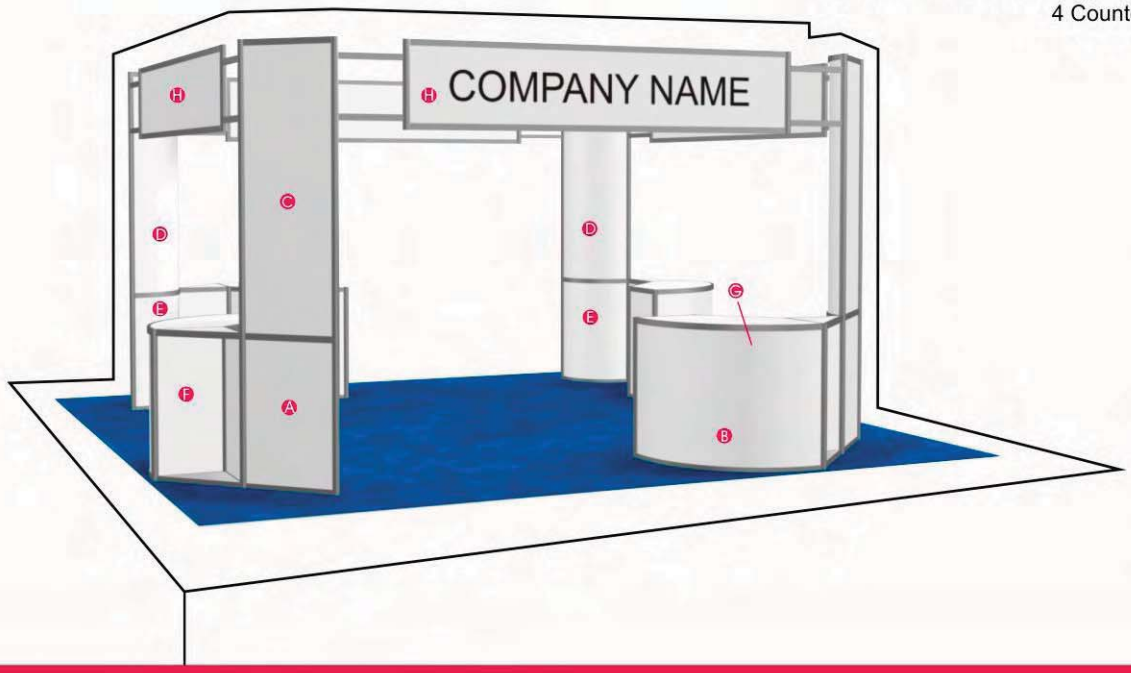
Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.

F

PACKAGE

$ 10,075.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
4 Counters



Actual Panel Sizes:
- Ⓐ 4 - 26.625" x 38.875"
- Ⓑ 4 - 60.625" x 38.875"
- Ⓒ 4 - 26.625" x 76.75"
- Ⓓ 4 - 29.75" x 76.75"
- Ⓔ 4 - 29.75" x 38.875"
- Ⓕ 12 - 18.5" x 38.875"
- Ⓖ 8 - 20" x 27.5" (doors)

Header:
- Ⓗ 4 - 116.875" x 20.875"

Discount Deadline: December 7, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 7% Tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
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RENTAL BOOTHS
United Rentals Supplier Show 2013

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CUSTOM RENTAL PACKAGES

Please Select Rental Package:

Package A ☐ Package B ☐ Package C ☐ Package D ☐ Package E ☐ Package F ☐

Select Standard Carpet Color:

Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐

Burgundy ☐ Purple ☐ Hunter Green ☐

Header Copy = **BLACK BOLD LETTERS**

Select Panel Color:

Black ☐ White ☐

Please contact us for additional information and pricing on:

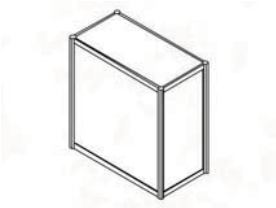
Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐

Other: _____

RENTAL PACKAGE ACCESSORIES

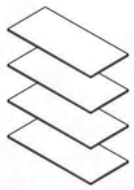
Add the following accessories to my Custom Rental Package:

Credenza
18”d x 36”w x 42”h
$280 .00 each
Qty ____ $_____ (total)



Pedestal
18”d x18”w x 42”h
$245.00 each
Qty ____ $_____ (total)

Shelves
12” x 36”
$44.00 each
Qty ____ $_____ (total)



Clip-On Lights**
$28.00 each
Qty ____ $_____ (total)

Discount Deadline: December 7, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

****Electrical requirements: Package rental price does not include electrical hook-up or labor to install clip-on-lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.**

Rental Package Total	
Accessories Total	
50% after 12/7/12	
7% Sales Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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DISPLAY CASES
United Rentals Supplier Show 2013

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FULL VIEW DISPLAY CASE

Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Long Full View Display Case	$595.00	$892.50	$
	5' Long Full View Display Case	$595.00	$892.50	$
	4' Long Full View Display Case	$595.00	$892.50	$

HALF VIEW DISPLAY CASE

Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Long Half View Display Case	$595.00	$892.50	$
	5' Long Half View Display Case	$595.00	$892.50	$
	4' Long Half View Display Case	$595.00	$892.50	$

QUARTER VIEW DISPLAY CASE

Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Long Quarter View Display Case	$595.00	$892.50	$
	5' Long Quarter View Display Case	$595.00	$892.50	$
	4' Long Quarter View Display Case	$595.00	$892.50	$

CORNER DISPLAY CASE

Qty.	Description	Discount Price	Standard Price	Extended Price
	5' Wide Corner Display Case	$595.00	$892.50	$

VERTICAL DISPLAY CASE

Qty.	Description	Discount Price	Standard Price	Extended Price
	7' High Vertical Display Case	$625.00	$937.50	$

Discount Deadline: DECEMBER 14, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Display Case Total	
7% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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BOOTH CLEANING
United Rentals Supplier Show 2013

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ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.
NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

		Discount Price	Standard Price	Extended Price
Pre Show Cleaning	_____ x _____ = _____ sq. ft. x	$.40 per sq. ft	$.48 per sq. ft =	$ _____
Daily Booth Cleaning	_____ x _____ = _____ sq. ft. x	$.86 per sq. ft	$1.04 per sq. ft =	$ _____

The square footage is based on the overall size of the space occupied.

PORTER SERVICE

Emptying of wastebaskets once every two hours, show hours only. Rates are based on booth size.

	Cost per Day		Number of Show Days		Extended Price
Up to 500 square feet	$110.00	x	_____	=	_____
501 to 1000 square feet	$120.00	x	_____	=	_____
1001 to 2500 square feet	$130.00	x	_____	=	_____
Greater than 2500 square feet	$140.00	x	_____	=	_____

The square footage is based on the overall size of the space occupied.

Discount Deadline: December 14, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total	
7% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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SPECIAL SIGNS
United Rentals Supplier Show 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders.

CUSTOM SIGNS/SERVICES

This order for custom signs should accompany a printed version of each sign requested including exact copy, dimensions, position (horizontal or vertical) and easel back if desired.

DIGITAL SHOWCARD SIGNS
(10 words or less)

Qty.	Size	Discount Price	Extended Price
	7" x 11"	$43.00	$
	7" x 44"	$48.00	$
	11" x 14"	$55.00	$
	14" x 22"	$63.00	$
	22" x 28"	$81.00	$
	28" x 44"	$123.00	$
	40" x 60"	Quoted	$
	Easel back	$8.00	$

There will be an additional charge to prices listed for sign design labor or necessary labor to prepare logos for reproduction.

FTP INSTRUCTIONS

Using Internet Explorer or FTP Client:

- Type ftp://ftp.aratafiles.com
- User: Arata@aratafiles.com
- Password: Welcome22

Please do not try to drag and drop a folder. Due to permissions you are only allowed to upload files. You may drag and drop multiple files at once but NO FOLDERS.

Make sure your exhibiting company and show name are used to label the file.

FILE PREPARATION

FILE TYPES
Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or higher. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit InDesign files (.indd), Word (.doc), PowerPoint (ppt.), and GIF files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

FONTS
All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

PROOFING
A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

Discount Deadline: DECEMBER 14, 2012 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
Add 100% after 12/14/12	
7% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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LABOR REGULATIONS
United Rentals Supplier Show

LABOR/UNION REGULATIONS

We have provided the following information to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review this information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Arata Expositions, Inc.

GENERAL INFORMATION

All necessary union labor is available to the exhibitor on advance order by use of the forms provided in this kit. Union labor is also available at the Exhibitor Service Center during installation, show hours and dismantle.

LOCAL DECORATOR UNION

Arata Expositions has an agreement with Teamsters Local #135 through the Indiana Convention Center to provide labor for display installation and dismantle. Full time employees of exhibiting companies, however, may install/dismantle their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance or by returning the Installation & Dismantle Order Form for display labor at showsite from Arata Expositions Exhibitor Service Center.

FREIGHT HANDLING / TEAMSTERS

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver materials to your booth, and remove and reload materials at the close of show. The exception to this is machinery, which is handled by riggers and machinery movers.

Exhibitors may handle their own materials in/out of the exhibiting facility; however, use of the Loading Docks and motorized equipment such as forklifts, is prohibited.

Exhibitors may un-load/re-load Personally Owned Vehicles in the designated ‘Tarmac Area” and use the designated “Loading Ramp” and may hand carry materials to their exhibit space without the use of hand trucks, dollies or pallet jacks.

Arata Expositions will have complete control of the loading docks at all times.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arata Expositions will store all empty crates. Please refer to the Material Handling Information for further details.

ELECTRICIANS

The Electrical Union is responsible for supplying all feed wiring and electrical conductors to each exhibit, except where this service is provided by the building owner. This union will also be responsible for all other electrical work on exhibits that cannot be done by the exhibitor in a total time of 15 minutes.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Arata Expositions cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the installation or dismantle of your booth, please order labor on the Display Labor Order Form and the necessary ladders and tools will be provided.

GRATUITIES

Arata Expositions requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to an Arata supervisor. Employees of Arata are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Arata employees.

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MECHANICAL LIFTS
United Rentals Supplier Show 2013

OPERATION OF ALL MECHANICAL LIFTS

ALL MECHANICAL EQUIPMENT ON THE TRADE SHOW FLOOR AND DOCK AREAS MUST BE UNDER THE CARE, CUSTODY, AND CONTROL OF ARATA EXPOSITIONS, INC. THIS INCLUDES FORKLIFTS, PALLET JACKS, LIFTS, ETC., AS WELL AS ANY OTHER MECHANICAL EQUIPMENT.

- The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes lifts, mechanical scooters and carts.

- Arata Expositions equipment is for use by Arata employees only. Please do not take it for your use.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your cooperation.

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DISPLAY LABOR
United Rentals Supplier Show 2013

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RATES: (ONE HOUR MINIMUM PER MAN)	STANDARD RATE	ON-SITE RATE
STRAIGHT TIME: 8:00 AM TO 4:30 PM WEEKDAYS	$ 101.25 PER MAN PER HOUR	$131.63 PER MAN PER HOUR
OVERTIME: AFTER 4:30 PM - 6:30PM WEEKDAYS AND SATURDAYS	$ 170.00 PER MAN PER HOUR	$221.00 PER MAN PER HOUR
DOUBLE TIME: 6:30PM - 8:00AM Mon - Sat., All Day SUNDAY AND HOLIDAYS	$ 202.50 PER MAN PER HOUR	$263.25 PER MAN PER HOUR

INSTALLATION OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE		TOTAL ESTIMATED COST
			X		=		@ $	= $	
			X		=		@ $	= $	
							AEI Supervision (30%/$35.00)		
							Total Estimated Labor Costs		

☐ Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before installing our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

DISMANTLING OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE		TOTAL ESTIMATED COST
			X		=		@ $	= $	
			X		=		@ $	= $	
							AEI Supervision (30%/$35.00)		
							Total Estimated Labor Costs		

☐ Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before dismantling our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

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AEI SUPERVISED LABOR
United Rentals Supplier Show 2013

This form must be completed by all exhibitors wishing to use AEI supervised labor for the installation and dismantle of their exhibits.

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ___ Showsite ___ Date Shipped _____ Date to arrive _____

Carrier _____ Shipped from: City/State _____

Total number of: Crates _____ Cartons _____ Cases _____ Other (please specify) _____

SET UP INFORMATION

Display Carpet: Shipped with exhibit: _____ Rented from AEI _____ Color _____ Size _____

Electrical Placement: Electrical under carpet: _____ Drawing attached (required): _____ Drawing with exhibit _____

Special Electrical Instructions: _____

Set up instructions: Attached: _____ Shipped with display: _____ Special tools/hardware: _____

Special set up or dismantle instructions: _____

Graphics: Shipped with display: ____ Shipped separately: ____ Carrier _____ Date to arrive: _____

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to:

_____

_____

_____

_____

Carrier: _____

☐ T3 Logistics ☐ Common Carrier

☐ Van Line

☐ Air Freight: ☐ Next Day ☐ 2nd Day ☐ Deferred

If your designated carrier fails to pick up or refuses to accept your shipment your freight will be shipped by one of the official show carriers. It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date.

Emergency contact at show site: _____ Contact phone #: _____

Hotel: _____ Hotel phone #: _____ Arrival date: _____

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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FORKLIFT LABOR

United Rentals Supplier Show 2013

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FORKLIFT & OPERATOR RATES per hour

Description	Straight Time	Over-Time	Double Time
5,000 lb. forklift & operator	$277.50	$415.00	$480.00
4 stage forklift & operator	$357.50	$495.00	$560.00
Additional riggers per man	$101.25	$170.00	$202.50
Cage (per hour)	$40.00	$40.00	$40.00

Straight Time: 8:00 am to 4:30 pm Monday - Friday
Over-Time: 4:30 pm to 6:30 pm Monday - Friday and 8:00 am - 4:30 pm Saturdays
Double Time: 6:30 pm to 8:00 am Monday - Friday, 4:30 - 12:00am Saturdays, All Day Sunday and Holidays

Forklifts must be ordered for header or booth construction exceeding 8' in height.

The operation or use of all motorized or mechanical lifting equipment, including genie lifts, for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED AND OPERATED BY ARATA EXPOSITIONS, INC.

ORDER: (Equipment and crew)

We will need forklift crew(s) as indicated below and will have a representative on hand to supervise the work to be done. Our representative will return the crew to the **service desk** upon completion of the work, check the work order and approve the work by signing work ticket.

INSTALLATION REQUEST

Date _____ Time _____

_____ 5,000 lb. forklift & operator _____ with cage

_____ 4 stage forklift & operator _____ with cage

_____ Additional riggers

DISMANTLE REQUEST

Date _____ Time _____

_____ 5,000 lb. forklift & operator _____ with cage

_____ 4 stage forklift & operator _____ with cage

_____ Additional riggers

Forklift times cannot be guaranteed. We will make every effort to meet specified request when possible. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to pick up crew at time confirmed or order is not cancelled 24 hours prior to start time, a one hour charge per crew, "No Show Charge", will be applicable.

FORKLIFT ORDERS RECEIVED AFTER DECEMBER 14, 2012 WILL INCLUDE A 20% SURCHARGE ON THE TOTAL FORKLIFT ORDER. ORDERS RECEIVED ON-SITE WILL BE ASSESSED A 30% SURCHARGE.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

NON-OFFICIAL CONTRACTOR
United Rentals Supplier Show 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

DEADLINE:

Friday, November 30, 2012

RETURN TO:

Arata Expositions, Inc.
4104 L.B. Mc Leod Road
Orlando, FL 32811
Fax: (407) 839-5929

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received no later than November 30, 2012. If notification is not received by the deadline date, Arata Exhibitions labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the State of Indiana, must be provided with at least the following limits: Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in one occurrence; $2,000,000 with respect to injuries to more than one person in any one occurrence; and $500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., United Rentals, and the Indiana Convention Center as additional Insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The "Non-Official" Contractor must coordinate all his activities with Arata Expositions, Inc. and abide by all rules and regulations of the show.

The "Non-Official" Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of $0.30 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to its initial condition.

ARATA EXPOSITIONS, INC. WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY. NOTIFICATION FROM THE DISPLAY HOUSE WILL NOT BE ACCEPTED. PLEASE MAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

Company Name	Booth Number
Exhibitor Contact (Please Print)	Exhibitor Authorized Signature
Email Address	Phone Number
Type of work being performed	
"Non-Official Contractor/Display House	Contact Name
Email Address	Phone Number

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MATERIAL HANDLING

United Rentals Supplier Show 2013

LIMITS OF LIABILITY

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
   - The Exhibit Shipping Information & Drayage Rate Schedule is signed; or
   - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
   - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

2. **AEI'S RESPONSIBLITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI's reasonable control.

3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to $.30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.

4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**

5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.

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LIMITS OF LIABILITY

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.

8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.

9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.

11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE**: Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.

12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.

13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.

14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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SPOTTING FEE
United Rentals Supplier Show 2013

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Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Arata Expositions to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

A company representative and/or operator must drive their motorized equipment into and out of the exhibit areas. All heavy equipment must report to the marshalling yard Thursday, January 3rd by 10:00am and driver must stay with equipment. The use of step decks is prohibited. All equipment must be off loaded at show site without the use or assistance of another vehicle. No truck to truck transfers. All delivery vehicles must be dock height or be able to be ground unloaded.

SPOTTING FEES ROUND TRIP CHARGES:

Vehicle/Trailers below 25 feet……..….$405.00

Vehicle/Trailers 25 feet to 75 feet…….$450.00

Trailers above 75 feet……..…...$600.00

Additional charges may apply if the use of additional equipment or labor is required.

THE FACILITY FLOORING IN HALLS B & C MAXIMUM WEIGHT IS 500 POUNDS PER SQUARE FOOT.
THE FACILITY FLOORING IN HALLS D & E MAXIMUM WEIGHT IS 350 POUNDS PER SQUARE FOOT.

NO ADVANCED RECEIVING AT THE MARSHALLING YARD & DRIVER MUST STAY WITH EQUIPMENT.
All Heavy Equipment must be checked for delivery starting at 6:00am & no later than 10:00am on THURSDAY JANUARY 3, 2013. No equipment will be moved into the convention center during overtime hours (after 4:30pm).

Marshalling Yard Address:
Arata Expositions, Inc.
602 West Ray Street
Indianapolis, IN 46225

AT CLOSE OF SHOW:
Report back to marshalling yard beginning at 6:00am on January 8, 2013. All drivers must be checked in no later than 10:00 am.

SCHEDULING:

A representative from Arata Expositions, Inc. will contact you to schedule your heavy machinery / vehicle spot. Please provide the contact information for your company's representative responsible for the vehicle, trailer or heavy equipment:

Name:_____Cell Number:_____ Email address:_____

MATERIAL HANDLING:

Material handling charges will apply to any booth material within the vehicles/trailers. The materials will be removed from the vehicles/trailers, weighed and written up as a show site shipment.

VEHICLE RULES:

Display vehicles must have battery cables disconnected; fuel tanks must be taped shut or have locking gas cap and may contain no more than 1/2 tank of fuel or 10 gallons (whichever is less). Ignition keys must be removed and delivered to event security.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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Please complete the following for each piece of heavy equipment/vehicle/trailer:
Type of Vehicle / Heavy Equipment / Trailer_____

Dimensions:_____ Weight:_____ Tracks: Rubber___ Metal___

Type of delivery trailer: Flat bed____ RGN (detachable trailer)_____ Number of pieces_____

Carpeted Display Space: Yes___ No__ **If you are providing your own floor covering, it must be sent to the advanced warehouse by DECEMBER 21, 2012 and CLEARLY MARKED AS SUCH.** Material handling charges will apply and AEI labor will lay this before your equipment will be moved into the facility. A labor form must be submitted, as well. If renting AEI carpet, please include the carpet order form found in this service manual.

THE FACILITY FLOORING IN HALLS B & C MAXIMUM WEIGHT IS 500 POUNDS PER SQUARE FOOT.
THE FACILITY FLOORING IN HALLS D & E MAXIMUM WEIGHT IS 350 POUNDS PER SQUARE FOOT.

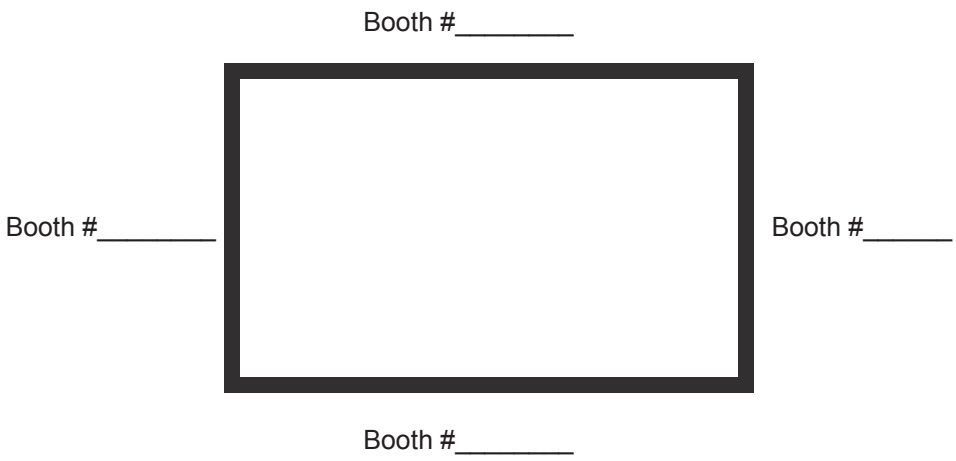
PLEASE PROVIDE PICTURE/SPECS WITH DESCRIPTION, IF POSSIBLE.

Equipment Placement

Please draw and identify in the box where you would like your equipment to be placed in your booth. Please specify front and back of each piece of equipment.

Failure to fill out this form in advance may result in additional fees if you need your materials moved once they have been placed in your booth. Additional labor or equipment, i.e. laying plywood, for spotting may also result in additional charges.

Exhibitor agrees that their company representative and/or operator will perform Heavy Equipment move in and move out and fully understands that Arata Expositions, Inc. will perform spotting services only.



VEHICLE RULES:

Display vehicles must have battery cables disconnected; fuel tanks must be taped shut or have locking gas cap and may contain no more than 1/2 tank of fuel or 10 gallons (whichever is less). Ignition keys must be removed and delivered to event security.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

T3 LOGISTICS

Official Carrier For:

United Rentals 2013

Services Offered

Next Day

Second Day

Deferred (3-5 day)

International Services

Same Day / Expedite Services

Van Lines

Customs Brokerage

Warehousing

For rates and scheduling, please contact us at:
operations@t3logistics.com or call **1-866-920-4228**.

T3 Logistics, LLC
OFFICIAL SHOW CARRIER

Quote / Shipping Request

Schedule your Quote/Pick Up using any of these options:

FAX: 1-410-799-0118
E-MAIL: operations@t3logistics.com
CALL: 1-866-920-4228

Shipper Contact	
Phone # / Fax #	
E-mail	

FROM		TO	
Company:		**Company:**	
Event Name:		**Event Name:**	
Facility Name:		**Facility Name:**	
Booth #:		**Booth #:**	
Address:		**Address:**	
City, St., Zip		**City, St., Zip**	
Contact:		**Contact:**	
Phone:	**Fax:**	**Phone:**	**Fax:**
Pick Date: / /	**Time:**	**Delivery Date:** / /	**Time:**
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight *(Subject to change)*	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information **PLEASE READ NOW!**	Minimum cargo liability agreed to be not more than $0.50/lb. or $50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:

- ☐ **Next Day**
- ☐ **Second Day**
- ☐ **3-5 Day Deferred**
- ☐ **Van Line Service**
- ☐ **Other:**

- ☐ **Request pre-printed address**
- ☐ **Labels and shipping form**
- ☐ **Schedule return shipment**

Comments:

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TIPS FOR DRAYAGE
United Rentals Supplier Show 2013

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.

2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.

3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.

4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.

5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**

6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
12/9/12	80 Lbs.	200 Lbs. Min.	$85.00	$170.00
12/16/12	50 Lbs.	200 Lbs. Min.	$85.00	$170.00
12/21/12	70 Lbs.	200 Lbs. Min.	$85.00	$170.00
	200 Lbs. Total		Total Drayage Charges	$510.00

THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
12/21/12	200 Lbs.	200 Lbs. Min.	$85.00	$170.00
	200 Lbs. Total		Total Drayage Charges	$170.00

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CART LOAD SERVICE

United Rentals Supplier Show 2013

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CART LOAD SERVICES

Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to small passenger vehicles such as cars, small mini vans or SUV's. If you arrive with a truck, van, or trailer filled with exhibit material you will not qualify for this service and will be required to utilize Arata Expositions material handling services.

Arata Expositions, Inc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Charges for these services are $95.00 round trip.

This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only.

A cart load is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cart load allowed per booth. Freight that is too large or heavy will be charged freight handling rates.

Your vehicle must load and unload from the dock area. Arata personnel will direct vehicles. The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. You must have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

No personal dollies, wagons, or hand trucks are allowed on the dock or show floor.

No Arata equipment is allowed to be used by exhibitors.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit materials leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to your existing policies.

Cart load service will be available at the following times:

MOVE IN SCHEDULE		
Saturday,	January 5	8:00am - 8:00pm
Sunday,	January 6	8:00am - 12:00pm

MOVE OUT SCHEDULE		
Tuesday,	January 8	7:00am - 7:00pm

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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SHIPPING INFORMATION
United Rentals Supplier Show 2013

SHIPPING INFORMATION:

ADVANCE WAREHOUSE
(Shipments should arrive on or between December 1 - 21
9AM - 4PM Monday - Friday ONLY
Facility closed December 24, 25, 31 and January 1)

Shipments should be **PREPAID**, addressed as follows:

TO: (Name of exhibitor and booth number)
FOR: **United Rentals Supplier Show 2013**
C/O: **arata expositions, inc.**
C/O: Avram Worldwide
800 Commerce Parkway West Drive
Suite A
Greenwood, IN 46143

SHOWSITE
(PLEASE SEE MARSHALLING YARD FORM)

Shipments should be **PREPAID** addressed as follows:

TO: (Name of exhibitor and booth number)
FOR: **United Rentals Supplier Show 2013**
C/O: **arata expositions, inc.**
C/O: Indiana Convention Center
Halls B, C, D, E
100 South Capitol Avenue
Indianapolis, IN 46225

To avoid confusion, remove all expired shipping labels before shipment.

Drayage fees include receiving your material at our warehouse and/or show site, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED MONDAY – FRIDAY 9AM until 4PM by Friday, December 21, 2012**. **WAREHOUSE CLOSED DECEMBER ON 24, 25, 31 AND JANUARY 1st!** Any material received at the warehouse after this date and time will be subject to a late surcharge.

If you are providing your own floor covering, it must be sent to the advanced warehouse by DECEMBER 21, 2012 and CLEARLY MARKED AS SUCH. Material handling charges will apply and AEI labor will lay this before your equipment will be moved into the facility. A labor form must be submitted, as well. If renting AEI carpet, please include the carpet order form found in this service manual.

All warehouse freight will be delivered to your booth by Saturday, January 5, 2013 at 8:00 AM.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the facility. **Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.**
Exhibitors may hand carry small items into the exhibit hall from their POV (privately owned vehicle). Only full time employees of the exhibiting company will be allowed to hand carry items. The use of carts, dollies, flat trucks or other mechanized equipment is not permitted.

ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL DRAYAGE CONTRACTOR, AND THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected on this form.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Arata Service Center to assist you.

If your designated carrier fails to pick up or refuses to accept your shipment by your appointed move-out time, your freight will be shipped by T-3 Logistics. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.
Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, **Arata Expositions, Inc.** cannot be responsible for delivery time or damage or loss to property.

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DRAYAGE RATE SCHEDULE
United Rentals Supplier Show 2013

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RATES ARE BASED per CWT (with a 200 pound minimum)

WAREHOUSE SHIPMENTS: This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. Uncrated or pad wrapped shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	85.00 per CWT
Special Handing Shipment	106.25 per CWT

SITE SHIPMENTS: This rate includes receiving at the EXHIBIT HALL on scheduled move in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	83.00 per CWT
Special Handling Shipment	103.75 per CWT
Uncrated/pad wrapped Shipment	124.50 per CWT

OVERTIME: is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a overtime surcharge (in addition to the rates above) for each occurrence of the following:**

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention facility on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention facility on overtime due to scheduling conflicts beyond our control.

OVERTIME SURCHARGE:

Crated Shipment	21.25 per CWT
Special Handling Shipment	26.75 per CWT
Uncrated/pad wrapped Shipment	31.25 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER DECEMBER 21, 2012

Crated Shipment	21.25 per CWT
Special Handling Shipment	26.75 per CWT

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to the facility will be received at a rate of $45.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier.

WEIGHT TICKET FEE: A $25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

MARSHALLING YARD FEE: A $30.00 per shipment fee will be added to your invoice for the use of the marshalling yard.

SPECIAL SERVICES: A cost quotation will be provided for local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

DRAYAGE RATE CALCULATION

United Rentals Supplier Show 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEAREST 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	450 lbs (500) Divided by 100 =	5	x	$85.00	=	$425.00
Warehouse Crated			x	$85.00	=	
Warehouse Special Handling			x	$106.25	=	

NOTE: Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions Material Handling and Drayage Rate Schedule forms for surcharges.

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEAREST 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	450 lbs (500) Divided by 100 =	5	x	$83.00	=	$415.00
Showsite Crated			x	$83.00	=	
Showsite Special Handling			x	$103.75	=	
Showsite Uncrated/Pad-Wrapped			x	$124.50	=	

NOTE: Overtime and off target arrival charges may be applicable. Please refer to the Arata Expositions, Inc. Material Handling and Drayage Rate Schedule forms for surcharges. A $30.00 per shipment fee will be added to your invoice for each use of the marshalling yard.

DESCRIPTIONS OF RATE CLASSIFICATIONS

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that requires additional handling. Please refer to the Special Handling Definitions outlined in the manual.

UNCRATED/PAD-WRAPPED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Total Warehouse shipments	$
Total Showsite shipments	$
Material Handling Total	$

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

arata expositions, inc.
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orlando, fl 32811
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SPECIAL HANDLING
United Rentals Supplier Show 2013

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:
Vehicles that are not dock height, preventing the use of loading docks, such as personal owned vehicles, U-hauls, vans, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

Stacked Shipments:
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Constricted Space Unloading/Loading:
Trailer loaded "high and tight" shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

Designated Piece Unloading/Loading:
Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Mixed Loads:
Shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

Crated vs. Uncrated:
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

Multiple Shipments:
Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a booth.

Alternate Delivery Location:
Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

Carpet Only Shipments:
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

Improper Paperwork / No Documentation:
Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

Improper Weight:
Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.

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orlando, fl 32811
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FREIGHT ROUTING

United Rentals Supplier Show 2013

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

Please return this form by:
DECEMBER 14, 2012

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

_____ warehouse _____ site

Origin of Shipment _____ Booth Number _____

Shipping Date _____ Carrier _____

Approximate Number of Containers _____ Approximate Arrival Date _____

Weight of Largest Container _____ Total Weight of Shipment _____

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:
  Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Approximate Number of Containers _____ Approximate Weight of Shipment _____

Description _____

(FOR SPLIT SHIPMENTS, USE SPACE BELOW)

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Total Number of Containers _____ Total Weight of Shipment _____

Description _____

Company Name	Booth Number
Street Address	
City	State / Zip Code / Country
Email Address	Contact Name
Telephone	Fax

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for reforwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE ARATA SERICE DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE _____ Title _____ Date _____

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
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www.arataexpo.com

DIRECT SHIPMENTS
United Rentals Supplier Show 2013

IMPORTANT NOTICE FOR DIRECT SHIPMENTS TO SHOW SITE

Direct Shipment to
United Rentals Supplier Show 2013
Indianapolis Convention Center

All companies planning to ship equipment direct to show site via common carriers, padded van, company truck or private vehicle **MUST RETURN THE FREIGHT ROUTING FORM NO LATER THAN FRIDAY, DECEMBER 14, 2012**. In addition to confirming your freight target, any special handling requirements and approximate piece count with weight must be stated.

All delivering carriers and privately owned vehicles must report to the marshalling yard check in area. The freight check in office will process the driver's paperwork prior to being unloaded at the center. The driver of the vehicle must present bill of lading or delivery receipts which show number of units, item description and weight of shipment being delivered. In the event that a portion of the shipment is uncrated for which there are no individual piece weights, the entire shipment will be classified as uncrated and billed accordingly.

A $30.00 per shipment fee will be added to your invoice for the use of the marshalling yard.

A Receiving Report will be issued, based on the information on the bill of lading, delivery receipt or certified weight ticket for each separate shipment. The Receiving Report shall be dated and signed by the person making the delivery. All invoicing, with regard to freight-drayage, shall be based on the information contained on the Receiving Report. There will be no adjustments once the Receiving Report has been signed.

If you have any questions with regard to the above, please do not hesitate to contact Arata Expositions, Inc.

MARSHALLING YARD ADDRESS

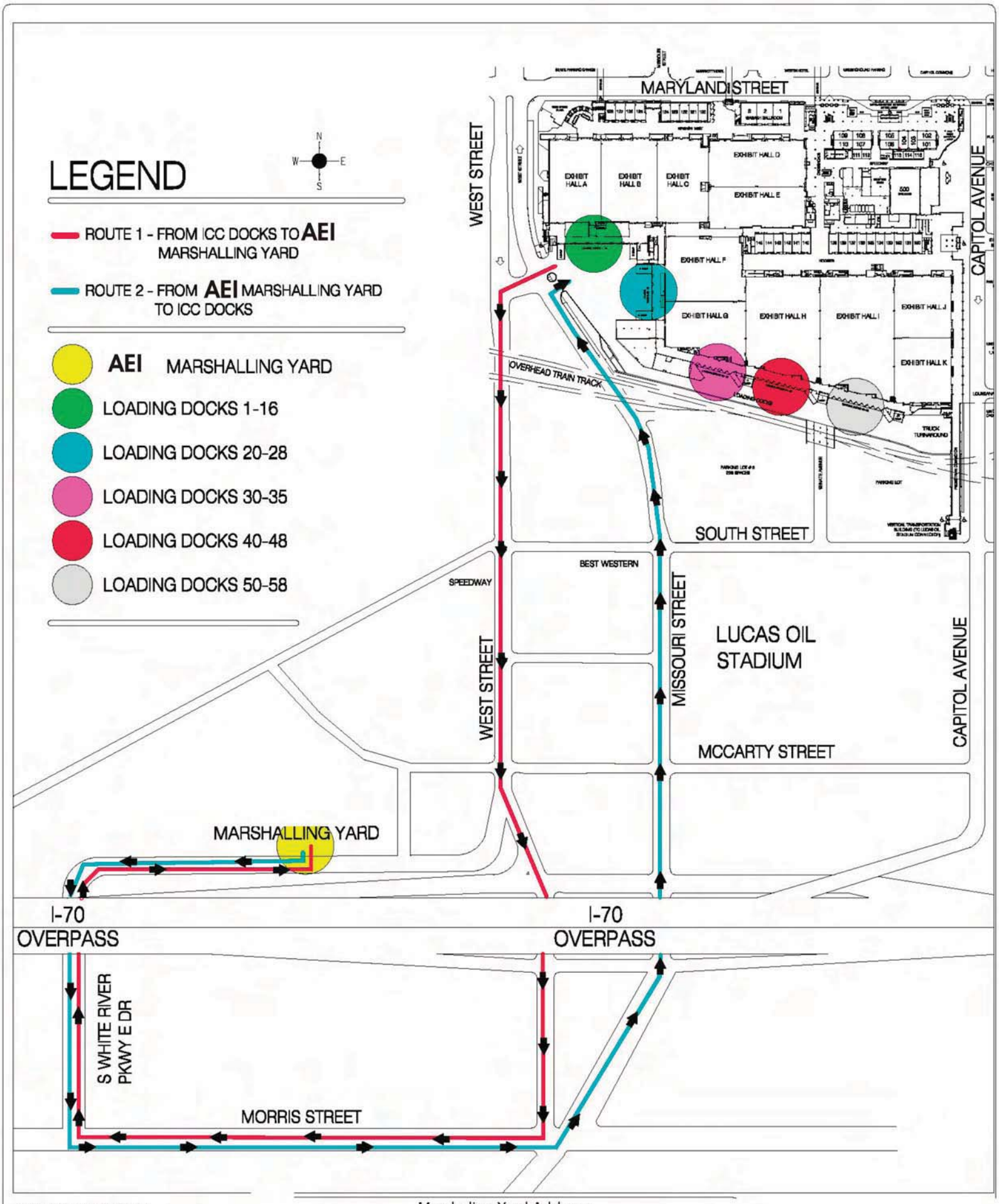
Your carrier must check in at the marshalling yard on January 3rd starting at 8:00am and no later than 10:00am.

Marshalling yard address:
ARATA EXPOSITIONS
602 West Ray Street
Indianapolis, IN 46225

SHOWSITE ADDRESS

Shipments should be **PREPAID** addressed as follows:

TO: (Name of exhibitor and booth number)
FOR: **United Rentals Supplier Show 2013**
C/O: **arata expositions, inc.**
C/O: Indiana Convention Center
Halls B ,C, D, E
100 South Capitol Avenue
Indianapolis, IN 46225



Indianapolis, Indiana

Marshaling Yard Address:
602 W. Ray St. - Indianapolis, IN 46225

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

INBOUND/OUTBOUND SHIPPING
United Rentals Supplier Show 2013

INBOUND & OUTBOUND SHIPPING INSTRUCTIONS

All shipments are subject to material handling fees. Please see the Exhibit Shipping & Drayage Rate Schedule included in this manual.

INBOUND

Advance Freight Shipments (December 1 - 21, 2012)
SHIP AS EARLY AS POSSIBLE!
All advance freight shipments should be sent to the Arata warehouse for handling. Shipments with shipping charges due on delivery will be refused. Shipments can begin arriving on **December 1, 2012** and should arrive NO LATER than **Friday, December 21, 2012**. Shipments that arrive at the advance warehouse after **Friday, December 21, 2012** will be charged a late fee and delivery time cannot be guaranteed. A credit card for material handling charges MUST be received along with the completed Exhibit Shipping and Drayage Rate Schedule form. Please use the preprinted shipping labels included in this manual.

Direct to Show Site Shipments (Only on January 3 - 6, 2013)
Do not ship to this address prior to the dates listed, as the event does not have possession of the building. Delivery to the building prior to this date will result in your carrier re-routing the delivery and may ultimately result in the late arrival of your materials

All drivers must report to the marshalling yard prior to going to the Indiana Convention Center to receive a dock pass. Drivers will not be allowed access to the loading dock without a dock pass.

Privately Owned Vehicles (POV's)
POV's are vehicles such as personal cars, SUV's and passenger vans. POV deliveries will be accepted on **January 5 8:00am—7:00pm and January 6 from 8:00am to 10:00am.** POV deliveries will need to check in at the Arata Expositions, Inc. Marshalling Yard in order to have access to the loading dock. The marshalling yard is located on 602 West Ray Street Indianapolis, IN 46225.
NOTE: POV deliveries will be unloaded by Arata Expositions, Inc. employees and subject to published material handling fees. A credit card authorization form must be on file prior to delivery.

A $30.00 per shipment fee will be added to your invoice for the use of the marshalling yard.

OUTBOUND

Outbound Freight Shipments - **All drivers must be checked in at the marshalling yard Tuesday, January 8, 2013 from 6:00am to 10:00am**. Move out will begin at 7:00 am on Tuesday, January 8, 2013 The aisle carpeting will have been removed by this time and empties returned. It will take several hours for empty containers to be delivered to all booths so no outbound carriers will be loaded out at end of show on Monday, January 7, 2013. Please be patient during teardown and consider the time required to return empty containers when scheduling your outbound labor and freight carrier pick up. Please secure all of your items during this wait time.

Tuesday, January 8, 2013 : All Freight Carriers, including POV drivers, must check in at the marshalling yard at 602 West Ray Street beginning at 6:00 am and prior to 10:00am on TUESDAY, JANUARY 8th, to be loaded out on Tuesday, January 8, 2013 from 7:00am - 7:00pm provided the shipment is completely packed up and labeled appropriately and the completed bill of ladings have been received by the service desk personnel. Arata Expositions, Inc. will not be held liable for any wait time due to early check in by driver or incomplete paperwork turned into the Arata service desk. Marshalling yard fees will apply.

All outbound shipments require an Arata Expositions, Inc. outbound bill of lading. Bills of lading will be available onsite at the Arata service desk. It is the exhibitor's responsibility to schedule outbound shipments with their desired carrier. If your carrier has not checked in by 7:00pm on Tuesday, January 8, 2013 your shipment will be re-routed to T3 Logistics. Any shipments left in the booth without a bill of lading will also be re-routed at this time. Drivers will not be allowed access to the loading dock without checking in at the marshalling yard to obtain a dock pass. If Arata Expositions must dismantle your booth to meet the freight re-route deadline, your company will be charged accordingly for labor services.

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
AVRAM WORLDWIDE
800 Commerce Parkway West Drive
SUITE A
Greenwood, IN 46143

HOLD FOR STORAGE

DELIVER NO LATER THAN DECEMBER 21, 2012

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
AVRAM WORLDWIDE
800 Commerce Parkway West Drive
SUITE A
Greenwood, IN 46143

HOLD FOR STORAGE

DELIVER NO LATER THAN DECEMBER 21, 2012

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
AVRAM WORLDWIDE
800 Commerce Parkway West Drive
SUITE A
Greenwood, IN 46143

HOLD FOR STORAGE

DELIVER NO LATER THAN DECEMBER 21, 2012

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
AVRAM WORLDWIDE
800 Commerce Parkway West Drive
SUITE A
Greenwood, IN 46143

HOLD FOR STORAGE

DELIVER NO LATER THAN DECEMBER 21, 2012

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOWSITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
Indiana Convention Center—Halls B - E
100 South Capitol Avenue
Indianapolis , IN 46225

DELIVER TO SHOWSITE

DELIVER ON JANUARY 3 - 5, 2013 ONLY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOWSITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
Indiana Convention Center—Halls B - E
100 South Capitol Avenue
Indianapolis , IN 46225

DELIVER TO SHOWSITE

DELIVER ON JANUARY 3 - 5, 2013 ONLY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOWSITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
Indiana Convention Center—Halls B - E
100 South Capitol Avenue
Indianapolis , IN 46225

DELIVER TO SHOWSITE

DELIVER ON JANUARY 3 - 5, 2013 ONLY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOWSITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

UNITED RENTALS SUPPLIER SHOW 2013
c/o arata expositions, inc.
Indiana Convention Center—Halls B - E
100 South Capitol Avenue
Indianapolis , IN 46225

DELIVER TO SHOWSITE

DELIVER ON JANUARY 3 - 5, 2013 ONLY

EXHIBIT MATERIAL, DO NOT DELAY

2013 Electrical Service Order

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium– Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at http://www.icclos.com

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts		Qty	Advance	Standard	TOTAL
5 amp (550 watts)			$ 88.00	$ 123.00	$
10 amp (1100 watts)			$ 113.00	$ 159.00	$
15 amp (1650 watts)			$ 146.00	$204.00	$
20 amp (2200 watts)			$151.00	$212.00	$
If 24 hr service, is required - Add 50% to original connection chg	5A		$ 44.00	$ 62.00	$
	10A		$ 56.50	$ 79.00	$
	15A		$ 73.00	$ 102.00	$
	20A		$ 75.50	$ 106.00	$
Labor Charge for Requested Placement Location of ANY electrical (per hour)			**$ 91.00**		$

**NOTE: For requested placement – attach diagram with location measurements and direction orientation.

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE				
Per Single Connection	**Qty**	**Advance**	**Standard**	**TOTAL**
20 amp		$274.00	$494.00	$
30 amp		$333.00	$619.00	$
40 amp		$380.00	$735.00	$
50 amp		$436.00	$784.00	$
60 amp		$467.00	$857.00	$
100 amp		$762.00	$1260.00	$
208 VOLTS / 3 PHASE				
20 amp		$340.00	$650.00	$
30 amp		$391.00	$715.00	$
40 amp		$443.00	$783.00	$
50 amp		$468.00	$843.00	$
60 amp		$498.00	$911.00	$
100 amp		$887.00	$1635.00	$

Standard USA voltages are available (call 317-262-3467 for pricing)
208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

		$	$	$
		$	$	$

All other voltages are special order and require 30 day notice prior to show setup

RENTAL ITEMS				
Includes 7% IN Sales Tax	**Qty**	**Advance**	**Standard**	**TOTAL**
Quad Box (4 outlets)		$ 23.73	$ 33.22	$
Extension Cord		$ 23.73	$ 33.22	$
3/250 Watt Floodlight Stanchion (electric included)		$ 134.38	$188.14	$
TOTAL ELECTRIC ORDER (U.S. FUNDS)				$

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

Event Name_____

Event Date_____ Booth/ Room#_____

Exhibitor Firm Name_____

Exhibitor Contact Name_____

Street Address_____

City/ Province_____

State, ZIP, Country_____

Phone No._____ Fax No._____

E-MAIL ADDRESS_____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER only.**

Check #_____
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # ___ ___ ___ ___ _____ ___ ___ ____ __ __ __

Expiration Date ___ ___ / ___ ___ Security code (___ ___ ___)
(Must be valid one month after event)

_____
AUTHORIZED BY (PRINTED NAME)

_____
AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/13 – subject to change without notice.

ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS**: Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor**. Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS**, installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium**. "House electricians" may at any time check voltage and amperage at any booth**. Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house electrician" make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a "house electrician," normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by a "house electrician" only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times**! All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
20. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus15% plus 7% Indiana Sales tax.
21. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
22. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
23. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
24. **REFUNDS**: After installation — NO REFUND.
25. **REFUNDS** or credits in excess of $15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than $15.00 must be made in writing.
26. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of $30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
27. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

Indianapolis
INDIANA CONVENTION CENTER & LUCAS OIL STADIUM

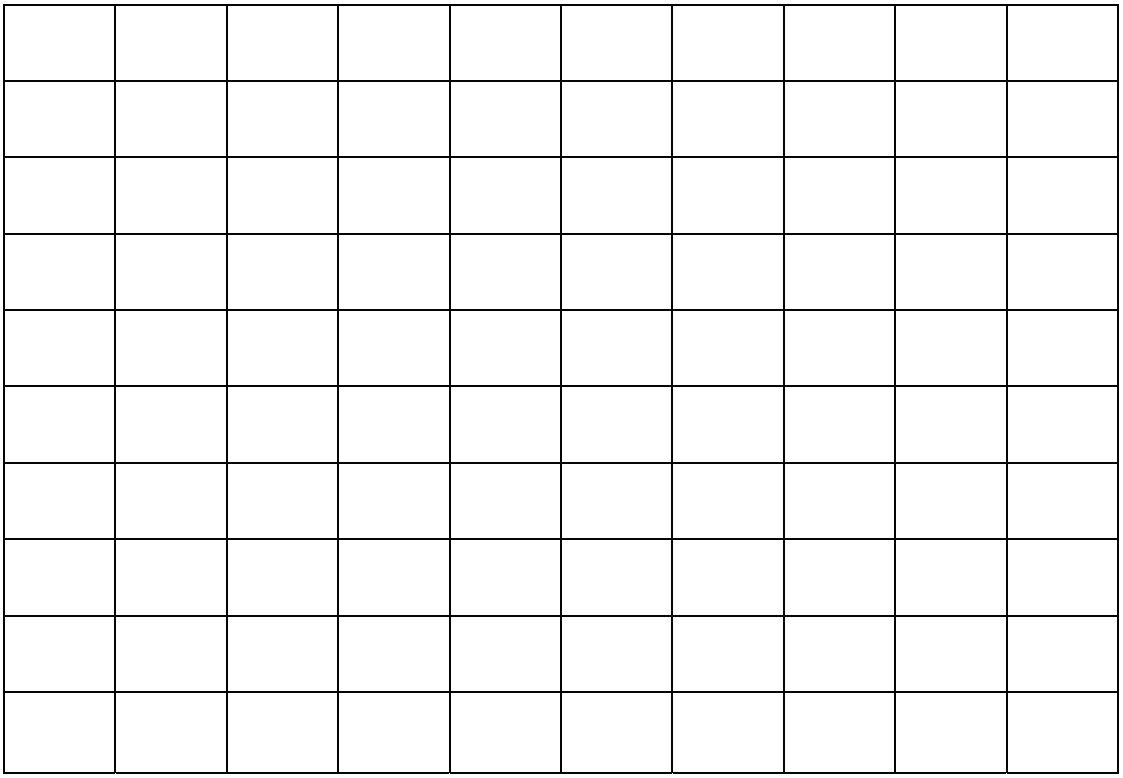
Booth/Room #:_____ Event Name:_____

Date:_____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) _____. Scale = 1 Box is equal to _____ft

SmartSource
COMPUTER & AUDIO VISUAL RENTALS

Lead Capture System Order Form

United Rentals
Supplier Show 2013
January 6-7, 2013
Indiana Convention Center
Indianapolis, IN

United Rentals

One Unit Provided Complimentary By United Rentals – Form Must Be Completed By Each Booth

RATES ARE FOR THE ENTIRE SHOW & INCLUDES ONSITE USAGE TRAINING & SUPPORT!

PLEASE NOTE PRE-ORDERS CLOSED AFTER 12/21/2012

A LIMITED NUMBER OF SYSTEMS AVAILABLE ON-SITE FIRST-COME-FIRST SERVE.

DESCRIPTION	Discounted Price Through Friday, Dec 14, 2012	Regular Price Through Friday, Dec 21, 2012	QTY	TOTAL
First Unit				
SmartSwift - Swiftium Blackberry Sales Lead System [1]	$0	$0	1	$0
Additional Units				
SmartSwift - Swiftium Blackberry Sales Lead System [1]	$319.00	$349.00		
Optional Items				
SmartQual - Customized Qualifiers/Action Codes	$95.00	Not Available		
SmartBlast - Instant Sales Email when Badge is Scanned	$95.00	Not Available		
SmartPrint - Bluetooth Printer	$59.00	$79.00		
SmartSet - Booth Delivery & Setup [2]	$29.00	$39.00		
			SUB TOTAL :	

[1] The SmartSwift Swiftium Hand Held Sales Lead System combines the latest scanning and Blackberry technology, giving you the ability to easily scan, view and qualify attendee information, write notes and edit information electronically, making SmartSwift the most advanced sales lead system in the industry! Additionally, the information is uploaded and stored in real-time! We simply provide you with a web-link, username and password to access/download your leads into Excel whenever you want! You can also have the system customized with qualifiers. You're NOT required to have electricity. System is completely battery operated and designed to last the entire event. You also have the option of renting a bluetooth printer that will automatically print the attendee information when their badge is scanned.

[2] All equipment must be picked up from the SmartSource service desk unless delivery option is chosen. Representative must be present in booth for delivery to take place. Delivery must take place no later than 2 hours prior to the opening of the tradeshow floor, otherwise customer must pick up system from SmartSource service desk. Delivered units must be returned to the service desk and/or representative by exhibitor within one (1) hour after closing of the tradeshow floor.

Swiftium

Standard Business Building and Development Qualifiers in every Sales Lead System:

1. Specific Product/Service Need
2. Plan to Purchase Within Year
3. Long Term Plan to Purchase
4. Budget in Place
5. Decision Maker
6. Project Manager
7. Influences Decision
8. Provide Product/Service Info.
9. Follow Up Email/Phone
10. Setup Post-Show Conf. Call
11. Setup Post-Show Web Demo
12. Setup Post-Show Meeting

Rental rates are based on the entire show including setup day. Customer is responsible for all loss or damage to equipment unless damage/loss waiver is chosen. All orders are subject to SmartSource standard terms and conditions. A company representative MUST be present upon delivery or additional fee may apply. 100% cancellation fee will apply (no refunds) for orders cancelled up to 7 days before the show and on show site. Prices subject to availability. Drayage/union/handling fees are not included.

NOTE THAT ALL LEAD RETRIEVAL ATTENDEE INFORMATION PROVIDED IS AT THE DISCRETION OF SHOW MANAGEMENT!

SERVICE: All rentals include 24x7 service & support.

DAMAGE WAIVER/LOSS COVERAGE: Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges.

DELIVERY/PICKUP: If ordered, a representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. No deliveries within 2 hours of show opening, a rep must pick up from SmartSource. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.

PAYMENT: SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

CREDIT CARD: For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.

CANCELLATION: Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.

RESPONSIBILITY: Customer is responsible for all loss and damage to equipment if Damage/Loss Waiver is not chosen. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.

EQUIPMENT SUB TOTAL FROM PAGE 1	
☐ **UNLESS YOU CHECK THE BOX TO THE LEFT, A 10.5% FEE FOR DAMAGE WAIVER & LOSS COVERAGE, WILL BE ADDED TO YOUR ORDER.**	
SERVICE & HANDLING - ON ADDITIONAL ORDERED UNITS ONLY	**$19.00**
SUB TOTAL	
SALES TAX RATE	**7.00%**
TOTAL*	
A 10% SURCHARGE TO BE APPLIED TO ALL EQUIPMENT RENTED AFTER FRIDAY, DECEMBER 21, 2012	

PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE

EXHIBITION INFORMATION	**PAYMENT INFORMATION**	
Show Name **United Rentals Supplier Show 2013**	**Company Name**	
Exhibiting Company Name	**Billing Address**	
Booth # & Hall/Room Name **N/A**	**City** **State** **ZIP**	
Show Site Contact	**Credit Card Number**	**Exp. Date**
Show Site Contact Cell Phone #	**Authorized Signature**	
If Booth Delivery & Setup is ordered, please provide setup date & time (2 hr Window Required):	**Print Name**	
When the trade show expo closes, all equipment must be returned to SmartSource Representative within one hour.	**Email Address**	
Ordered By	**Phone #** **Fax #**	

ORDER COMMENTS / INSTRUCTIONS

FAX ORDER FORM TO: **(917) 591-8021**	**OR EMAIL ORDER FORM TO:** **LEADS@SMARTSOURCERENTALS.COM**

Note email confirmation including rental agreement and credit card receipt will be made within one (1) business day of submitting this form at the email address provided. If order is not confirmed within this time period please call (800) 955-5171.

2013 Gas / Water / Drain / Compressed Air Service Order

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium– Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at http://www.icclos.com

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

NATURAL GAS with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.

CONNECTIONS	QTY	Advance	Standard	TOTAL
First – up to ½" Max.		$ 194.00	$ 296.00	$
Each add'l conn.		$ 124.00	$ 222.00	$
COMPRESSED AIR 95-100 lbs. PSI 650 Free Air CFM at compressor outlet				
First – Up to ½" Max.		$ 233.00	$ 326.00	$
Each add'l conn.		$ 117.00	$ 163.00	$
WATER (continuous) Outlet ½". Minimum pressure 45 PSI – maximum pressure 60 PSI				
First Connection		$ 170.00	$ 238.00	$
Each add'l conn.		$ 117.00	$ 163.00	$
DRAINAGE				
First Connection		$ 111.00	$ 160.00	$
Each add'l conn.		$ 59.00	$ 89.00	$
UTILITY SERVICE SUB-TOTAL				$
RENTAL ITEMS (includes 7% Indiana Sales Tax)				
Water Heater		$ 84.58	$ 159.60	$
Sink		$ 41.89	$ 58.66	$

****Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).**

Labor Charge for Requested Placement Location of ANY Connection (per hour)	**$91.00**	$

**NOTE: For requested placement – attach diagram with location measurements and direction orientation.

One time water tank or other fill-up occasions – contact the Utility Department for pricing (317) 262-3467.

_____ **gallons of water** $_____

TOTAL SERVICE ORDER (U.S. DOLLARS) **$_____**

NO REFUNDS AFTER INSTALLATION OF SERVICE.
Cancellations must be received prior to set-up of event to receive refund.

Please TYPE or PRINT legibly

Event Name_____

Event Date_____ Booth/ Room#_____

Exhibitor Firm Name_____

Exhibitor Contact Name_____

Street Address_____

City/ Province_____

State, ZIP, Country_____

Phone No._____ Fax No._____

E-MAIL ADDRESS_____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER only.**

Check #_____
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # ___ ___ ___ ___ _____ ___ ___ ____ __ __ __

EXPIRATION DATE ___ ___ / ___ ___ SECURITY CODE (___ ___ ___)
(MUST BE VALID ONE MONTH AFTER EVENT)

_____
AUTHORIZED BY (PRINTED NAME)

_____
AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/13 – subject to change without notice.

UTILITY RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the event day.
4. **ALL EQUIPMENT MUST CONFORM** to all federal, state and local state fire and safety codes.
5. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
6. **ICCLOS RESERVES THE RIGHT TO INSPECT** and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
7. **ALL EQUIPMENT** using water must have inlet and outlet properly tagged.
8. **EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house plumber" make utility connections to any building equipment.
10. **The ICCLOS WILL NOT BE RESPONSIBLE** for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
11. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "house plumber," however, all service connections to such equipment must be made by a "house plumber" only.
12. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
13. **UNLESS OTHERWISE DIRECTED**, ICCLOS plumbers are authorized to cut floor coverings to permit installation of service.
14. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times**! All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Utility Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
15. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
16. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS**: Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order forms must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation.
17. **ANY SPECIAL EQUIPMENT OR MATERIALS** that must be purchased in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
18. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
19. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
20. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **prior** to close of event.
21. **CANCELLATION:** Cancellations must be received prior to set-up of event to receive refund.
22. **REFUNDS**: After installation — NO REFUNDS.
23. **REFUNDS OR CREDITS** in excess of $15.00 dollars will be made automatically by our Accounting Department by mail. Claims for refunds for less than $15.00 must be made in writing.
24. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of $30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
25. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed <u>after</u> processing, upon request.

2013 Telephone Service Order

Utility Department
317-262-3467
utilities@icclos.com

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium – Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR **order online at http://www.icclos.com**

Please TYPE or PRINT legibly

Event Name_____

Event Date_____ Booth/ Room#_____

Exhibitor Firm Name_____

Exhibitor Contact Name_____

Street Address_____

City/ Province_____

State, ZIP, Country_____

Phone No._____ Fax No._____

E-MAIL ADDRESS_____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER only.**

Check#_____
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO#_____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____ _

Expiration Date ___ ___ / ___ ___ Security code (___ ___ ___)
(Must be valid one month after event)

_____
AUTHORIZED BY (PRINTED NAME)

_____
AUTHORIZED BY (SIGNATURE)

PAYMENT MUST ACCOMPANY ORDER

INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM SERVICES				
SERVICE	**ADVANCE RATE**	**STANDARD RATE**	**TOTAL**	**QTY**
Standard Telephone[1] Service with Unlimited Local Calling	$258.00	$344.00	$	
Analog Service with Unlimited Local calling (fax, modem, credit card machine)	$258.00	$344.00	$	
Unlimited Domestic Long Distance per Phone	$50.00	$50.00	$	
Dry Pair[2]	$258.00	$344.00	$	
Additional Services	**Call for Quote**		$	
TOTAL (U.S. FUNDS)			**$**	

[1] No charge or deposit is required for the basic phone set. If the phone set is not returned to the Utility Department at the close of the show, a fee of $250.00 will be billed.
[2] Dry pairs may require additional time and material charges.

DIALING "9" IS REQUIRED TO GET AN OUTSIDE LINE

NO REFUNDS AFTER INSTALLATION OF SERVICE
Cancellations must be received prior to set-up of event in order to receive refund.

Prices effective 1/1/13 – subject to change without notice.

INTERNET ACCESS: Provided by an exclusive contracted provider to the Indiana Convention Center and Lucas Oil Stadium. Please see www.icclos.com for additional information.

TELEPHONE RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCLOS and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center/Stadium.
6. **ALL EXHIBITOR'S 120 VOLT CORDS** must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
8. **ALL MATERIAL AND EQUIPMENT** furnished by ICCLOS for this service order shall remain ICCLOS's property and shall not be removed from the Center/Stadium at the close of the show.
9. **UNLESS OTHERWISE DIRECTED,** ICCLOS electricians/telecom personnel are authorized to cut floor coverings to permit installation of service.
10. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times**! All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 7% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION** must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of $15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than $15.00 must be made in writing to the ICCLOS Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a $30.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
20. **FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT** will not be available until 30 days after the of the event. Credit card receipts or confirmations of orders can be faxed <u>after</u> processing.

FLOOR PLAN – TELEPHONE LINES

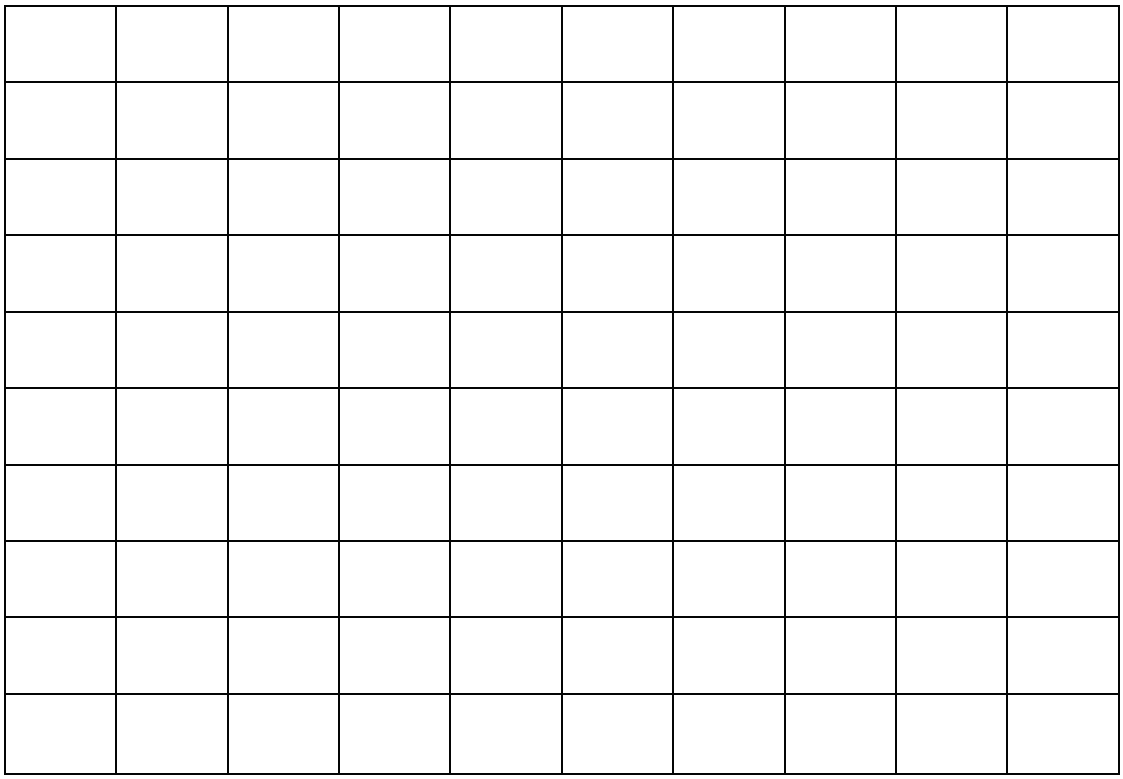
Booth/Room #:_____ Event Name:_____

Date:_____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) _____. Scale = 1 Box is equal to _____ft.

2013 Cable Television Service Order

Utility Department
317-262-3467
utilities@icclos.com

FAX with complete credit card information or purchase order to 317-262-3419
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium– Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at http://www.icclos.com

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

BASIC CABLE TELEVISION SERVICE / LOCAL HD PROGRAMMING charges include the cost of a single cable connection and a temporary line to your booth. All facility equipment and cables must remain at the close of the event or the Exhibitor will be billed for their replacement. To receive HD programming, you, the Exhibitor, must provide your own HD receiver capable of receiving Off-Air programming (an RF cable connection).

QTY	ADVANCE RATE	STANDARD RATE	TOTAL
	$ 236.00	$ 330.00	$

ORDERS RECEIVED LESS THAN TEN (10) DAYS PRIOR TO CONNECTION WILL NOT BE CONSIDERED.

SPECIAL CABLE TELEVISION SERVICE	
Special Cable service and/or placement requires additional labor of $37.20/hr and a four (4) hour minimum.	TOTAL $
SERVICE TOTAL (U.S. FUNDS)	$

SPECIAL INSTRUCTIONS:

Service installed to the rear center of the booth. If other than a standard booth, please attach a drawing.

_____Island Booth _____Standard Booth _____Two Story Booth

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

Event Name_____

Event Date_____ Booth/ Room#_____

Exhibitor Firm Name_____

Exhibitor Contact Name_____

Street Address_____

City/ Province_____

State, ZIP, Country_____

Phone No._____ Fax No._____

E-MAIL ADDRESS_____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER only.**

Check #_____
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # ___ ___ ___ ___ _____ ___ ___ ____

Expiration Date ___ ___ / ___ ___ Security code (___ ___ ___)
(Must be valid one month after event)

_____
AUTHORIZED BY (PRINTED NAME)

_____
AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/13

ICCLOS POLICIES & CONDITIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.** Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance Orders will receive priority service.
2. **UNDER NO CIRCUMSTANCES** will there be sharing of services between exhibitors.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes. ICCLOS reserves the right to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of exhibitor material are subject to removal or relocation in the event ICCLOS staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
7. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and DO NOT include connecting equipment to provide services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the first event day.
8. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the exhibitor and will remain the property of ICCLOS.
9. **REQUESTS for "Special Service"** (see form) must be received by the ICCLOS 30 days prior to scheduled exhibitor arrival and move-in.
10. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus15% plus 7% Indiana Sales Tax.
11. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
12. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by exhibitor PRIOR to close of event.
13. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
14. **REFUNDS:** NO REFUNDS after installation of service.
15. **REFUNDS** or credits in excess of $15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less that $15.00 must be made in writing.
16. **NON-SUFFICIENT FUND CHECKS (NSF)**: service charge of $30.00 on NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
17. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

2013 Broadcast Video Service Order

FAX with complete credit card information or purchase order to 317-262-3419
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium – Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at http://www.icclos.com

Utility Department
317-262-3467
utilities@icclos.com

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

This form should be used for rebroadcasting video and audio signals between two points within the building (i.e. overflow areas,) **or to a point outside the facility** (i.e. conference meetings, special speakers, etc.).

VIDEO (including 2 Audio Connections)

From Point A
(location)_____

To Point B
(location)_____

QTY	Analog (Per Day)	Digital (Per Day)	**TOTAL**
	$1,050.00	$1,470.00	$
Miscellaneous Service --- Call for Rates (317-262-3467)			
			$
			$
SERVICE SUB-TOTAL			$
One-time $200.00 connect and test fee added to the per day charge for in-house video only.			$
SERVICE TOTAL (U.S. DOLLARS)			$

SPECIAL INSTRUCTIONS:

Event Name_____

Event Date_____ Booth/ Room#_____

Exhibitor Firm Name_____

Exhibitor Contact Name_____

Street Address_____

City/ Province_____

State, ZIP, Country_____

Phone No._____ Fax No._____

E-MAIL ADDRESS_____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER only.**

Check #_____
Payable to **Capital Improvement Board**. Mail to address at the top of the form.
No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # ___ ___ ___ ___ _____ ___ ___ ____

Expiration Date ___ ___ / ___ ___ Security code (___ ___ ___)
(Must be valid one month after event)

_____
AUTHORIZED BY (PRINTED NAME)

_____
AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM. NAME MUST BE LEGIBLE

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

Prices effective 1/1/13 – subject to change without notice.

ICCLOS POLICIES & CONDITIONS

1. **FULL PAYMENT MUST BE RECEIVED BEFORE SERVICE CAN BE INSTALLED.**

2. **ALL** equipment must conform to all federal, state and local state fire and safety codes.

3. **ICCLOS reserves the right** to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.

4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the event.

5. **OBSTRUCTIONS:** The Exhibit Hall utility floor pockets must remain accessible at **all times**! All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.

6. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.

7. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the Exhibitor and will remain the property of ICCLOS.

8. **MISCELLANEOUS MATERIALS** will be charged for on-site at cost plus 15% plus 7% Indiana Sales Tax.

9. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.

10. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor PRIOR to close of event.

11. **CANCELLATIONS:** Cancellations must be received prior to set-up of event in order to receive refund.

12. **REFUNDS:** NO REFUNDS after installation of service.

13. **REFUNDS** or credits in excess of $15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than $15.00 must be made in writing.

14. **NON-SUFFICIENT FUND CHECKS (NSF)** service charge of $30.00 on NSF checks will be assessed. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.

15. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911 • 702-943-6001 (Fax)

Indianapolis
INDIANA CONVENTION CENTER & LUCAS OIL STADIUM

2012 CUSTOMER CONTRACT

INTERNET - NETWORK SERVICE CONTRACT

Company Name	**Booth / Room**	**Show Name:**
Billing Name		**Show Dates:** / / To / /
Billing Address		**Incentive Order Deadline:**
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

Credit Card Number: ☐ AMX ☐ MC ☐ Visa | Expire Date (MM / YY): / | Sec Code:

Print Card Holder Name:	Card Holder Signature and/or Acceptance of T's & C's:

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. **View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx .** Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #18 – This document**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		$ 1,195	$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		$ 150	$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		$ 995	$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		$ 125	$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		$ 795	$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		$ 595	$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		$ 3,495	$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		$ 5,900	$ 7,375	
i. Additional Block of 29 IP Addresses / Devices (Dedicated Svc- Public or Private)	IA-T-29		$ 995	$ 1,245	
2. Internet – Networking Services: Equipment					
a. Switch Rental (8 Port) – 10 / 100 Base -T	SW08		$ 150	$ 185	
b. Switch Rental (24 Port) – 10 / 100 Base -T	SW24		$ 225	$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		$ 50	$ 62	
3. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		$ 2,000	$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		$ 9,000	$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		$ 125	$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
5. Distance Fee of $500 for each Internet / Network line outside the convention venue.			**x (number of lines)**		
				SUBTOTAL	
Unused portions of deposits returned with final billing.				**ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%**	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to 702-943-6001*				**GRAND TOTAL**	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show. *****

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name | **Authorized Signature** | **Date**

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: **2012 - 014 -**

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=014

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show. **Base Price** applies to **(a)** all orders received from One (1) to Thirteen (13) days before first day of show or **(b)** orders received on or before the 14 day Incentive Deadline without payment.
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific: (a)** Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ►Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ►Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
13. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
14. There will be a $25 service charge for all returned checks.
15. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
16. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
17. **Use of Network Connection: (a)** Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. **(b)** Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof
18. **CANCELLATION** – There is a minimum $150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
19. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.
20. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
21. **Equipment Management: (a)** Hubs, Switches, wireless devices, and other Internet / Network rental equipment are normally delivered / reclaimed by Smart City. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to Smart City following close of the show.
22. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
23. A per line move fee starting at $200 (Internet) may apply to relocate the line(s) after it is installed.
24. Prices are based upon current rates and are subject to change without notice.
25. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
26. Any unpaid balance after close of show will incur a 1.5% / month service charge.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the owner, operator and/or manager of the Facility; (3) The owner, operator and/or manager of the Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the owner, operator and/or manager of the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the owner, operator and/or manager of the Facility will have no obligation to continue providing such service unless the owner, operator and/or manager of the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the owner, operator and/or manager of the Facility under any lease or any other occupancy agreement between such Customer and the owner, operator and/or manager of the Facility.

27. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred**.
28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: ***Smart City***.
29. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=014

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Network Security Declaration

Center: Indiana CC + Lucas Oil Stdm (014) - IN **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2012 - 014 - _____

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

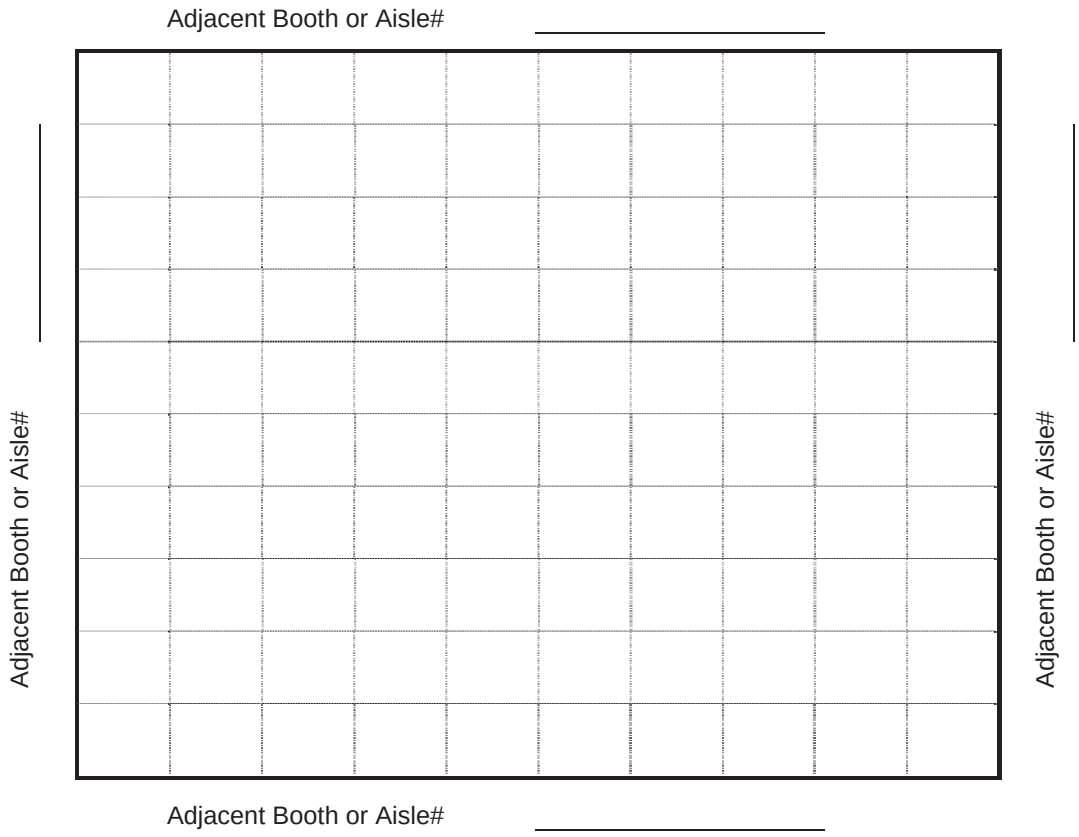
SmartCity

Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN
Show: _____
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2012 - 014 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001